Joomla!

User Manual

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Joomla! User Manual

Joomla! v 1.5.9
Manual Revision 2009.04.20

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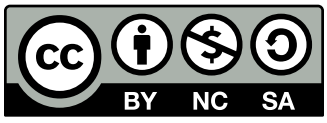
Adapted From:

Joomla! User Manual
Joomla! v1.0.11
By Steve White - Websdezined.com
and Andy Wallace

TUTOROnline
Joomla! User Guide
Module 1 - Introduction to Joomla!



See Appendix A for License Information

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Chapter 1: Welcome to Joomla!

Introduction

Thank you for choosing Joomla! Content Management System (CMS) software! You have made a great choice by selecting one of the most powerful and versatile Open Source Content Management Systems available.

Joomla! is an award-winning CMS that will help you build web sites and other powerful online applications. Best of all, Joomla! is an Open Source solution that is freely available to everybody.

What is a Content Management System (CMS)?

A CMS is a computer software system for organising and facilitating collaborative creation of documents and other content. A CMS is frequently a web application used for managing web sites and web content.

Joomla! for End Users

Once Joomla! is installed and running, it is simple for even non-technical users to add or edit content, upload and add images, and to manage the critical data that makes your company or organisation go. Anybody with basic word processing skills can easily learn to manage a Joomla! web site.

You will easily be able to add new press releases or news items, manage staff pages, and create an unlimited amount of Sections, Categories, and Articles on your web site via a simple, browser-based interface.

Taking Joomla! to the Next Level

Out of the box, Joomla! does a great job of managing the content needed to make your web site sing. However, for many people, the true power of Joomla! lies in the application framework that makes it possible for thousands of developers around the world to create powerful add-ons and extensions (Components, Modules, and Plugins). Here are just some examples of the hundreds of available extensions:

- Dynamic form builders
- Business or organisational directories
- Document management
- Image and multimedia galleries
- E-commerce and shopping cart engines
- Forums and chat software
- Calendars
- Blogging software
- E-mail newsletters
- Data collection and reporting tools
- Banner advertising systems
- Subscription services...

in addition, many, many more.

You can find examples at the growing Joomla! Extensions or Components directory at http://extensions.joomla.org/. Prepare to be amazed at the amount of exciting work produced by our active developer community!

Objectives of the Joomla! User Manual

The objectives of this User Manual are to:

- Provide a walk through of the many facets of the Joomla! core.
- Describe the various types of user together with their access permissions.
- Provide detailed instructions for both Front-end and Back-end inputting and site management within the Joomla! user framework of Authors, Editors, Publishers, Managers, Administrators, and Super Administrators.

This is not a Technical Manual in that we do not go into major depth on modification, design, and development of the various elements of Joomla! or any kind of programming. There are guides and web sites that provide this information. Nor do we go into detail about PHP, MySQL or other essential software that you need to have some understanding.

How to Use the Joomla! User Manual

The Joomla! User Manual details the types of users Joomla! has and Front-End through to Back-End functionality. A summary of the chapters and appendices follows.

Chapter 1
: Introduces you to Joomla!, its benefits, versatility and strengths.

Chapter 2
: An overview of the elements of a typical Joomla! installation.

Chapter 3
: Provides information about the different types of Joomla! user and what functionality they can access.

Chapter 4
: Covers adding content to the site

Chapter 5
: Deals with logging on to the Back-End, the Control Panel, and Buttons.

Chapter 6
: Deals with what a Manager can do.

Chapter 7
: Deals with what an Administrator can do.

Chapter 8
: Deals with what a Super Administrator can do.

Appendix A
: This manual is released under The Creative Common License see details here.

Appendix B
: Using the JoomGallery photo gallery

Appendix C
: Using the JEvents event calendar

Appendix D
: Using the !JoomlaComment

Appendix E
: Custom plugin parameters

Manual Styles & Conventions

Throughout this manual, we will refer to specific items of information in the following ways:

Note: You will see this when an additional point needs to be made

Caution:	You will see this when you should use care or 'due diligence' to avoid problems occurring either immediately or potentially later on.

WARNING!:	**You will see this when there is a very high risk of damaging your installation in some way. Exercise great care. Seek further advice if you are unclear as to what you are doing.**

Code that you are either required to enter, reference, or alter in some way will be displayed as in the following example:

```
<meta name="description" content="Joomla!: the dynamic portal
engine and content management system, This article provides simple
information on using the Joomla! CMS." />

<meta name="keywords" content="Joomla!, Joomla!, Joomla! CMS author
editor publisher" />
```

Buttons/Icons that should be clicked/selected in the course of a procedure are presented as follows:
Click **Save** button. Select **Yes** radio button. Select **Show** or **Hide** or **Global Setting**.
Toolbar Buttons: **Delete**, **Save**, **Edit**, **Publish**, **Unpublish**, and **Save** are available.

Internal addresses or addresses that you need to enter your own details into are shown as:
http://www.mydomainname.com/ or /usr/local/apache/htdocs

Web addresses of other resources are shown as: http://www.joomla.org.

If a point requires emphasis such as the name of a piece of software, or that a particular path, or element, is being referenced then it will be highlighted either as: ***MySQL*** or ***Component xyz***.

Chapter 2: Overview of the Installed Elements of a Joomla! Web Site

Introduction

Now that you have your Joomla! installation up and running, a word about the different elements that make up your web site.

Templates

The template and its associated files provide the visual 'look and feel' of your web site and are maintained separately from the web site content. This is stored in a MySQL database.

A typical Joomla! installation comes with two templates pre-installed called madeyourweb and rhuk_solaflare_ii.

Template files are located in the templates folder, in the root directory, and each template typically consists of the following files:

index.php
: This file contains HTML, PHP and possibly JavaScript coding that provides the framework for your web site's design. In combination with the .css and image files, it builds all the design and content placement elements of your web site.

templateDetails.xml
: This file is the authority to use the template and contains references to all the files used, e.g. index.php, the css file etc.

template_thumbnail.png
: This file is used in the Template Manager to provide, if switched on, a small thumbnail representation of the web site design. There must be a template_thumbnail.png file in the template's root directory.

template_css.css
: Located in the css folder, this Cascading Style Sheets (CSS) file contains the code to handle the visual elements of the web site, e.g. font sizes, colours, etc. There can be as many CSS files as you wish provided the appropriate HTML reference is in the index.php file. For example,

```
<?php echo "<link rel=\"stylesheet\"
href=\"$GLOBALS[mosConfig_live_site]/
templates/$GLOBALS[cur_template] /css/template_css.css\"
type=\"text/css\"/>" ; ?>
```

: Although this example has been wrapped over four lines, there are no spaces in this coding.

Image files
: These files are located in the images folder and may be .gif, .jpg, or .png. They provide the graphical elements of the web site design.

Further Information: This manual does not cover template design in detail.

Components

Components are core elements of Joomla!'s functionality and are displayed in the main body of the web site's template. Depending on the design of the template in use, this is often in the centre of the web page.

A typical Joomla! installation comes with Banners, Contacts, News Feeds, Polls, and Web Links Components.

Members of the Joomla! community produce third party Joomla! Components on a continuous basis. Look at http://extensions.joomla.org/ or http://developer.joomla.org for a listing of additional Component downloads.

Modules

Modules extend the capabilities of Joomla! giving the software new functionality. A Module is a small piece of content that can be displayed anywhere that your template allows. Modules are very easy to install in the Administrator Section (Back-End).

Joomla! Modules may include: Main Menu, Top menu, Template Chooser, Polls, Newsflash, Hit Counter, etc.

Members of the Joomla! community produce Joomla! Modules on a continuous basis. They are freely available on http://developer.joomla.org/ or http://extensions.joomla.org for download.

Plugins

A Plugin is a small, task-oriented function that intercepts and manipulates content, in some way, before displaying it. Joomla! provides a number of Plugins in the core distribution.

Chapter 3: Joomla! Users

Introduction

This Chapter deals with:

- The different types of Joomla! Users
- User Registration
- Recovering a lost password
- Logging in to the Front-end
- User's Account Details

Types of Users and Access Permissions

Users of Joomla! web sites can be broken down into two broad categories:

- Guests
- Registered Users

Guests are simply visitors to your Joomla! web site. Depending on how the Super Administrator has configured the site, some content can only be viewed by Registered users while visitors can only browse a limited amount of it, or all the content can be accessible.

Registered Users have registered with your site to obtain a username and password. This username and password allows Registered Users to log into your site, receiving special privileges not available to guests. Registered Users are broken down into two groups:

- Front-end Users
- Back-end Users.

Note: The admin panel refers to these two groups of users as Public Front-End and Public Backend.

Front-End Users

Front-End Users get additional rights over guests, which may include the ability to create and publish content on the web site. We will generally refer to these users as content providers since their primary goal is to provide content on the web site, not to administer the site or alter its design.

Content providers may provide new content through the web interface using an embedded WYSIWG (What You See Is What You Get) editor without any knowledge of HTML coding.

Within the Front-End User classification there are four specific levels, the site administrator can assign. These levels are: Registered, Author, Editor, and Publisher.

Registered
: A Registered User has no ability to create, edit, or publish content on a Joomla! web site. They may have access to restricted content that is not available to guests.

Author
: Authors can create their own content, specify certain aspects of how the content will be displayed, and specify the date when the material should be published.

Editor
: Editors have the same abilities as an Author and they can edit their own content as well as that of any other Author.

Publisher

Publishers can perform all the duties of Authors and Editors and have the ability to publish content.

The default user role is Registered User. For Front-End users to receive any other role requires an Administrator or Super Administrator to change their profile through the Back-End Administrator panel.

Back-End Users

Back-End users – Managers, Administrators, and Super Administrators – are typically thought of as the site administrators, but they also have access to the Front-End interface. Just as with the Front-End Users, Back-End Users may have different privileges.

Manager

A Manager has the same permissions as a Publisher but with access to the Backend Administrator's panel.
Managers have access to all the content associated controls in the administrator panel but are not able to change templates, alter page layouts, or add or delete extensions to Joomla!
Managers also have no authority to add users or alter existing user profiles

Administrator

Administrators have a broader range of access than Managers do.
Administrators can add and delete extensions to the web site, change templates or alter page layouts and can even alter user profiles equal to their own permission levels or below.
What they cannot do is edit the profiles of a Super Administrator or change certain global characteristics of the web site.
Super Administrators do not show up in the User Manager screen when users are logged in as an Administrator.

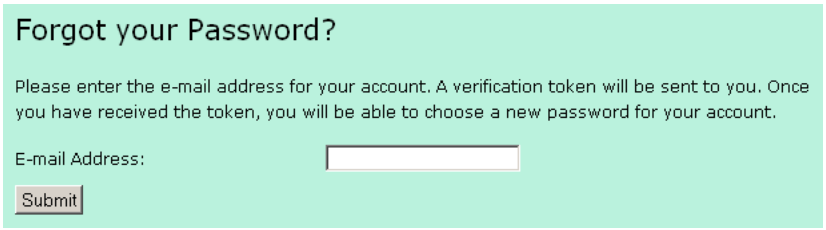
Super Administrator

The Super Administrator has the same kind of power as root in a traditional Linux system and has unrestricted abilities to perform all administrative functions inside of Joomla! Only Super Administrators have the ability to create new users with Super Administrator permissions or to assign Super Administrator permissions to existing users.

Recovering a Lost Password

If you are like most people these days, you have too many passwords and it is inevitable that you are going to forget one eventually. Joomla!, like most systems today, allows you to automatically reset your password should you forget it.

The following dialogue appears when you click on the **Forgot Your Password?** prompt in the Login Form:


Forgot your Password?
Please enter the e-mail address for your account. A verification token will be sent to you. Once you have received the token, you will be able to choose a new password for your account.
E-mail Address:
Submit

When you fill in your e-mail address, Joomla! will e-mail you a verification link where you can choose a new password that you can use to access the system.

The reason that Joomla! cannot send your old password to you is that passwords are stored using an encryption format that is not reversible. This means that even Super Administrators cannot view your password!

This is proper practice in web site design these days, so do not be upset that you cannot use your old password, be happy that passwords are protected!

Caution:	Since the new password request is sent out via e-mail and e-mail is inherently insecure it is always a good idea to change your password as soon as possible.

If your e-mail address has changed, the only option you will have is to contact the Super Administrator.

Logging In and Out

Log In

Once you have registered with the web site and, optionally, responded to your validation e-mail, you simply enter your username and password in the Login Form and click the **Login** button to login to the web site.

User Menu

Once you have logged in to the web site you will notice that a User Menu appears. This menu may contain more or less options depending on the individual web site.

The following gives a short description of the typical menu items you are likely to see:

Your Details
: Used to view and/or modify your account details.

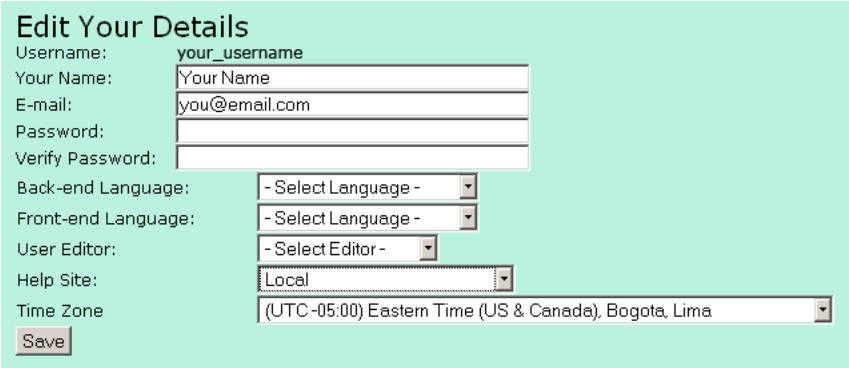
Submit News
: Used to submit your new Articles (Author and Above).

Submit Web Link
: Used to submit new web links that you have found (Registered users and above).

Check-In My Items
: Used to check in any items you may have been working on but not saved.

Your Details

To view your account details you can click on the **Your Details** menu link, which will present you with the following options screen:



Here you can change Your Name, e-mail address, User Name and Password.

User Editor

You can also select the default User or WYSIWYG Editor from the User Editor drop down list.

In a default installation the only editor that is available is TinyMCE, which provides good basic abilities to edit content right from the web site. The Administrator may install additional editors, in which case they would be available from the drop down list as well. You may also choose no WYSIWYG editor if you wish to input your content without the use of the WYSIWYG editor.

> Note: This option will require some knowledge of HTML.

Logout

Click on the **Logout** button to end the current session.

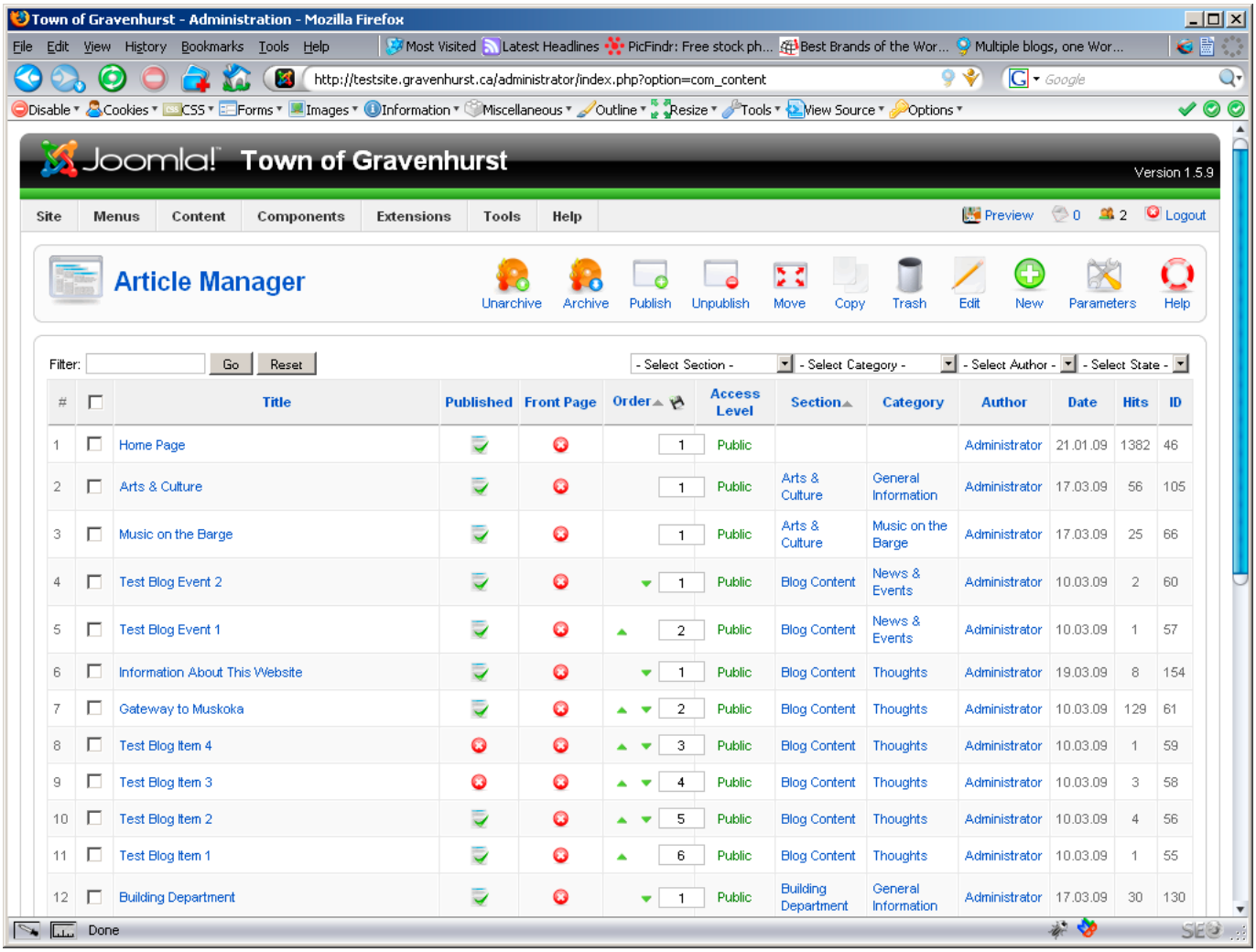
Chapter 4: Adding Content to Your Web Site

Joomla! organises content by Sections which can contain one or more Categories very much like a newspaper. An example of a section could be sport with categories being golf, basketball and cricket in the sports section. You then add your articles to a Section and Category

Creating an Article

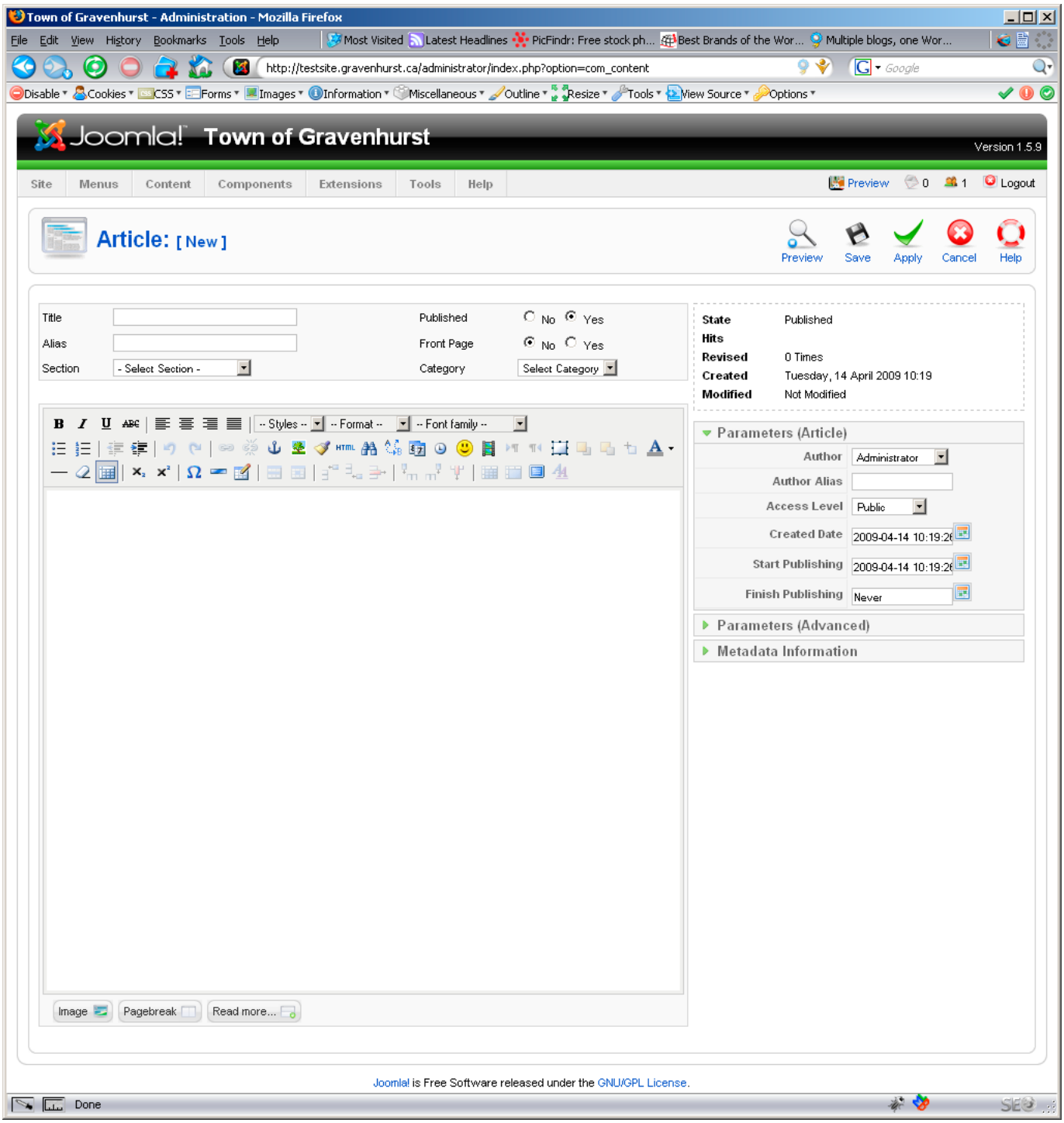
Access: Select Content > Article Manager

The Article Manager page will display


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_content
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 2 Logout
Article Manager
Unarchive Archive Publish Unpublish Move Copy Trash Edit New Parameters Help
Filter: Go Reset
- Select Section - - Select Category - - Select Author - - Select State -
Title Published Front Page Order Access Level Section Category Author Date Hits ID
1 Home Page Public Administrator 21.01.09 1382 46
2 Arts & Culture Public Arts & Culture General Information Administrator 17.03.09 56 105
3 Music on the Barge Public Arts & Culture Music on the Barge Administrator 17.03.09 25 66
4 Test Blog Event 2 Public Blog Content News & Events Administrator 10.03.09 2 60
5 Test Blog Event 1 Public Blog Content News & Events Administrator 10.03.09 1 57
6 Information About This Website Public Blog Content Thoughts Administrator 19.03.09 8 154
7 Gateway to Muskoka Public Blog Content Thoughts Administrator 10.03.09 129 61
8 Test Blog Item 4 Public Blog Content Thoughts Administrator 10.03.09 1 59
9 Test Blog Item 3 Public Blog Content Thoughts Administrator 10.03.09 3 58
10 Test Blog Item 2 Public Blog Content Thoughts Administrator 10.03.09 4 56
11 Test Blog Item 1 Public Blog Content Thoughts Administrator 10.03.09 1 55
12 Building Department Public Building Department General Information Administrator 17.03.09 30 130
Done

Click the **New** icon displayed at the top of the browser window

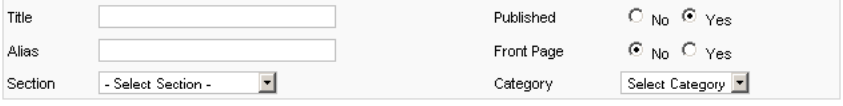
The Article New page will display



Before you begin adding your content you will need to give the Article a title (example: Welcome Front Page).

So that you will be able to view the content make sure that the **Published** radio button is selected to **Yes**.

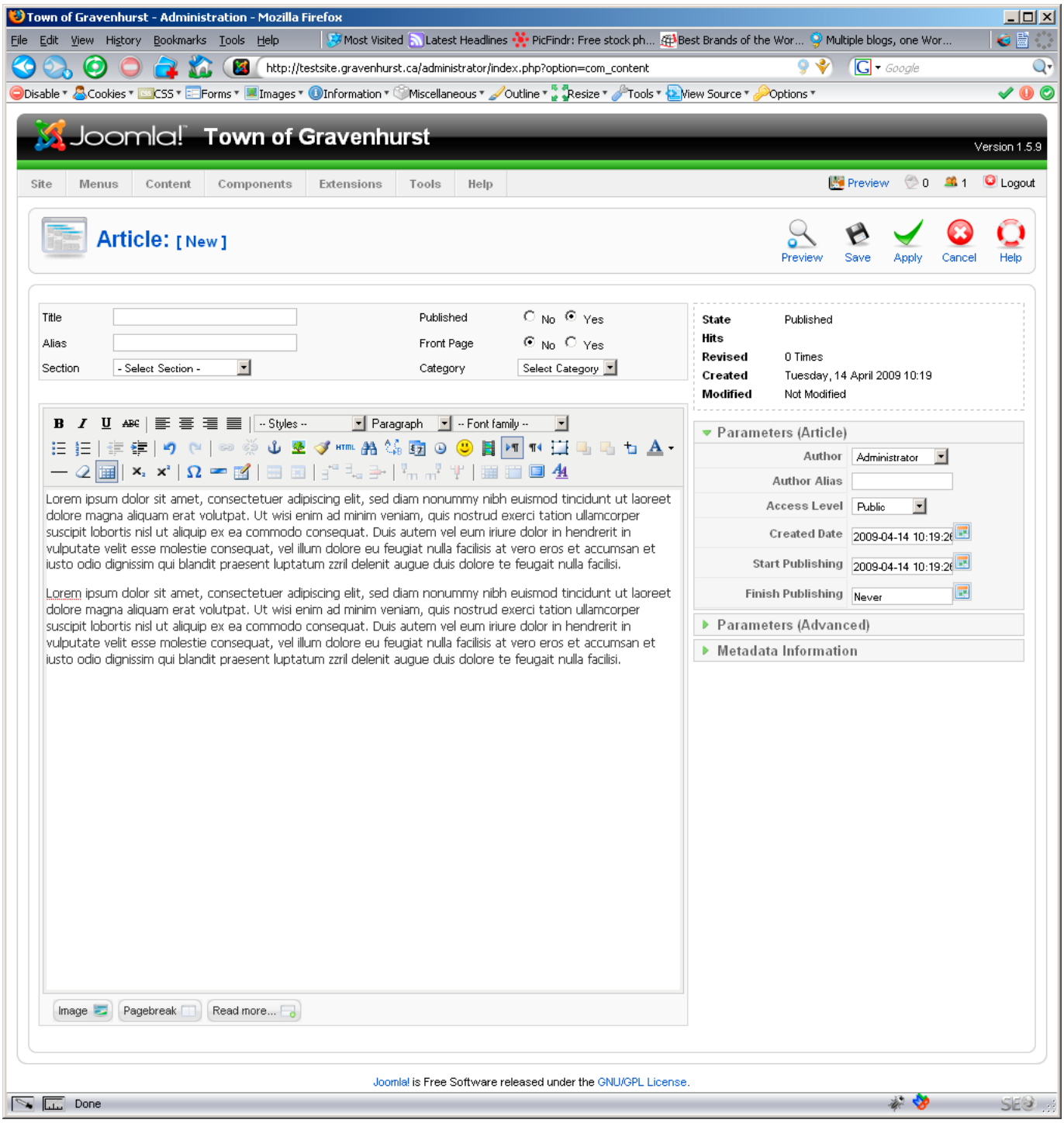
The **Alias** field (which is the internal name of the article) does not need to be completed as Joomla! will complete this field for you.



If you wish your article to be displayed on your front page then check that the **Front Page** radio button is selected to **Yes**.

Select the **Section** and **Category** that your new article belongs to. Using sections and categories allow oher users to find your article should they need to edit it later or insert it into the website navigation menu.

Add your content in to the edit area of the Article



For each article, you can often just copy and paste the content from your existing web site (using your browser) or Microsoft Word document into the edit area.

You can see that the toolbar is not dissimilar to Microsoft Word so text formatting is quite straightforward

> Note: In some cases, if you are copying from your existing website, depending on the amount of custom HTML in the source page, you may need to copy the page to a plain text editor first (such as Notepad) and then copy from there into Joomla!.

Save When you are happy with the content you can click the **Save** icon displayed at the top of your browser window

To create further articles, repeat the process described remembering that if you don't want the content to be displayed on the Front Page make sure that you select **No** using the **Front Page** radio button

Adding an Image to an Article

Access: Select Content > Article Manager

The Article Manager page will display

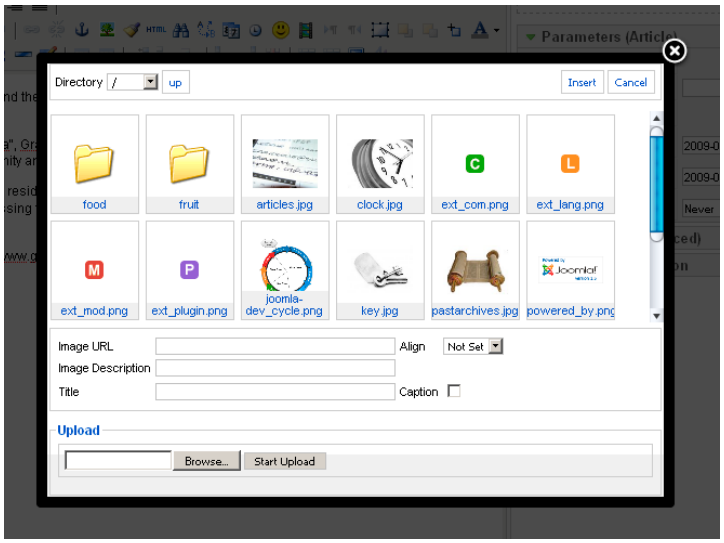
Select your article.

The Article Edit page will display.

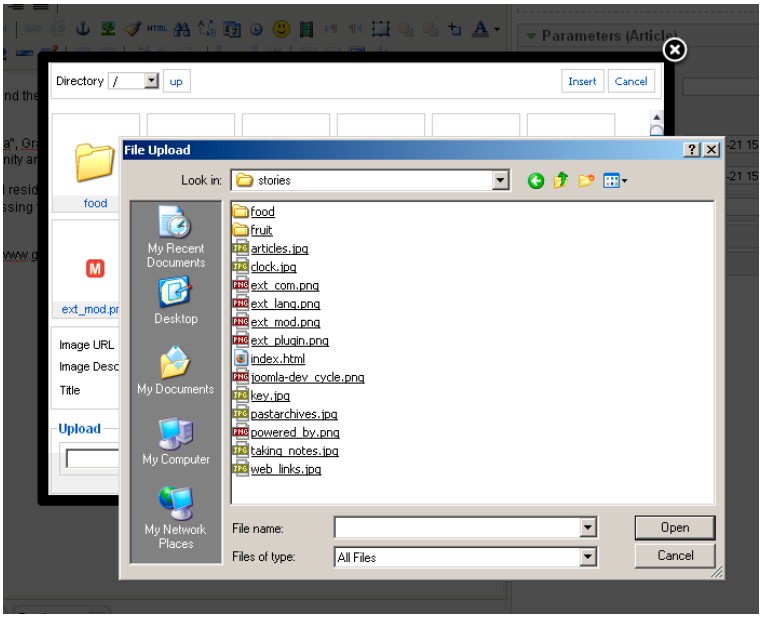
At the bottom of the Edit screen there is an **Image** button.

Click the **Image** button

The Image Organiser pop up window will display



You can either select an image from the window or to upload your own image click the **Browse** button



The Choose File window will display where you can navigate to where you have your images stored

Select your image and click the **Open** button

Your image will then be displayed in the Image Organiser pop up window.

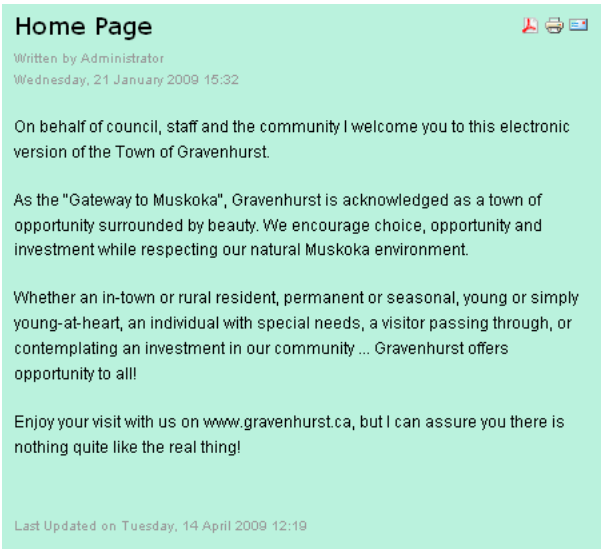
Select your image and click the **Insert** button

Click the **Save** icon at the top of the Article Edit page.

Click the **Preview** hyperlink at the top of the browser window.

Your image will now display on the relevant article.

Editing the Article Parameters


Home Page
Written by Administrator
Wednesday, 21 January 2009 15:32
On behalf of council, staff and the community I welcome you to this electronic version of the Town of Gravenhurst.
As the "Gateway to Muskoka", Gravenhurst is acknowledged as a town of opportunity surrounded by beauty. We encourage choice, opportunity and investment while respecting our natural Muskoka environment.
Whether an in-town or rural resident, permanent or seasonal, young or simply young-at-heart, an individual with special needs, a visitor passing through, or contemplating an investment in our community ... Gravenhurst offers opportunity to all!
Enjoy your visit with us on www.gravenhurst.ca, but I can assure you there is nothing quite like the real thing!
Last Updated on Tuesday, 14 April 2009 12:19

You may have noticed that having created your article and published it on your website so that you can now see the content that there are some extra functions that you may not want.

Looking along the top of your content is an information banner that displays the date of when the document was created, who created it and three icons that allows your visitor to get a copy of this page as an Adobe Acrobat .pdf file, print this page and email a link to this page.

You may also not want to display all of the content but instead have a Read More link.

You can edit these functions so that they don't display and a Read More link will be displayed automatically.

Access: Select Content > Article Manager

The Article Manager page will display

Select your article by clicking the article title.

The Article Edit page will display.

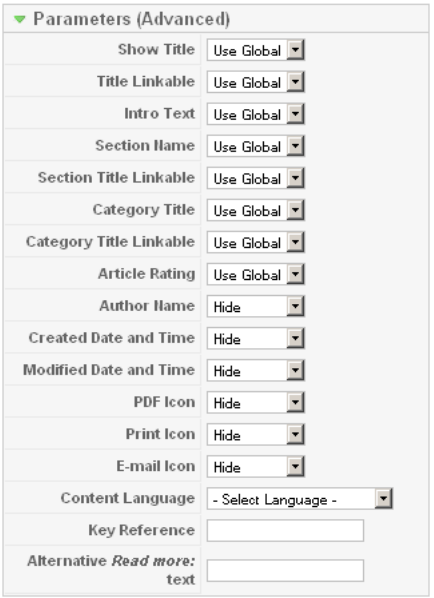
To hide the functionality of the page such as who wrote the content etc you will need to use the **Parameters (Advanced)** option.

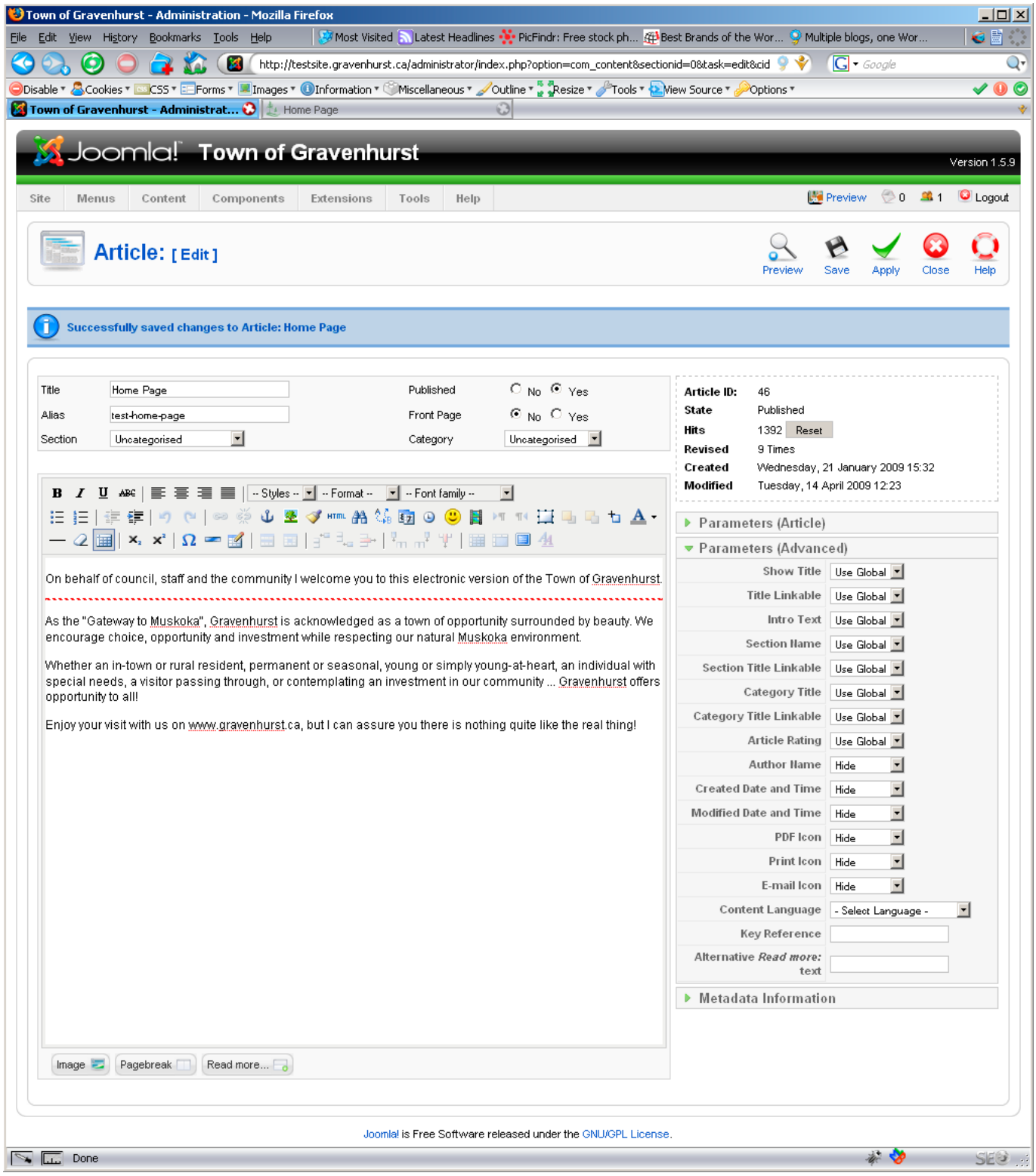
This is displayed on the left hand side of the Article Edit page. If the options are not displayed click the **Parameters (Advanced)** heading to display a list of options.

To hide the options such as pdf icon, Print icon, Email icon, title, Author Name etc Select **Hide** from any of the drop down menus.

To create an automatic Read More link to your content position your mouse cursor at the section of the page you want the link.

Click the **Read More** button





You will notice that a red line will be displayed at the section of the page you wish to have a link to Read More.

Click **Save** icon to save your changes

Click **Preview** link at the top of the page to view your changes

Chapter 5: Introduction to Accessing Functions from the Back-End

Introduction

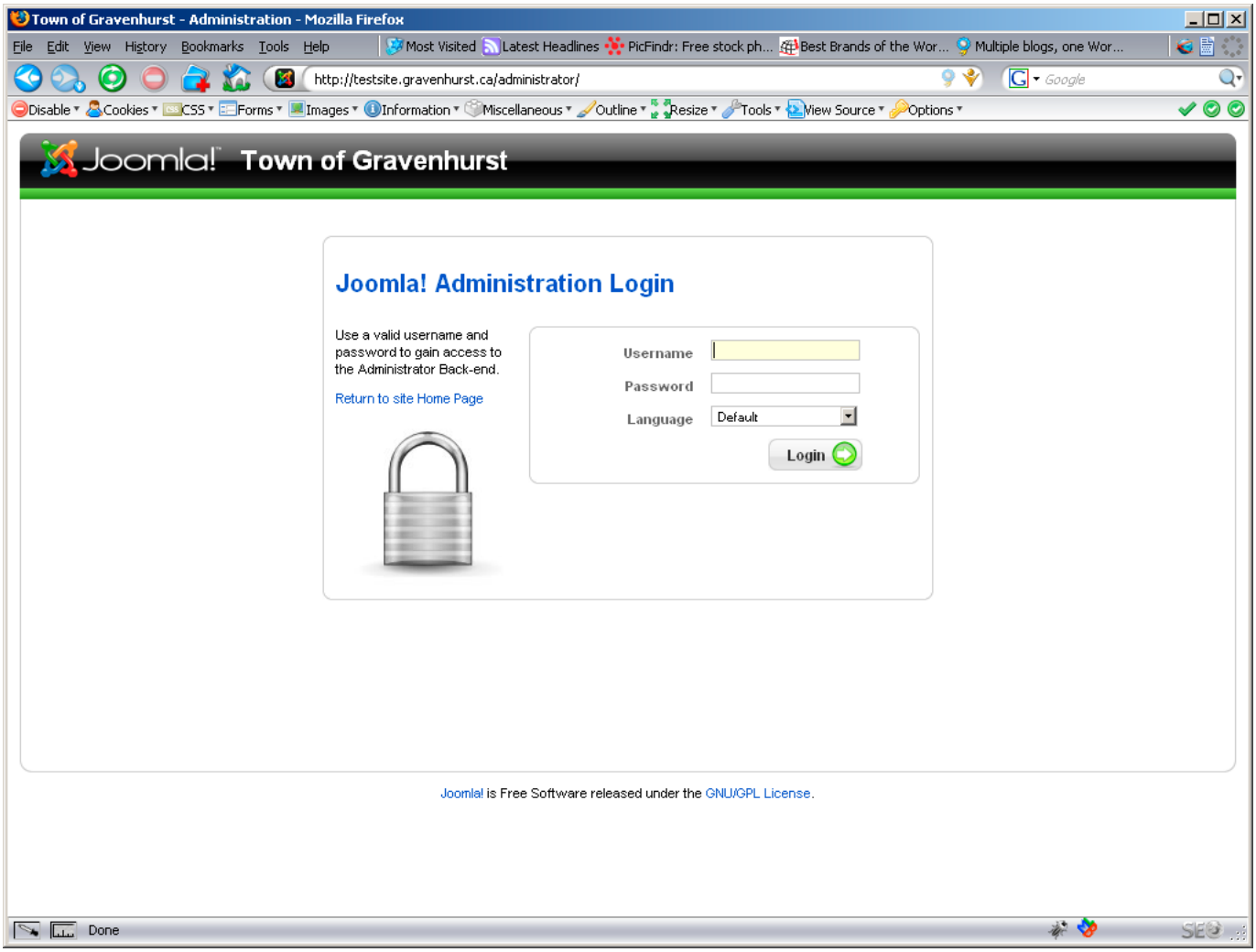
In this chapter, we will:

- Look at how Managers, Administrators, and Super Administrators log in to the Back-end functions.
- Examine the Control Panel, located on the Back-end's Home page.
- Describe the default buttons Joomla! uses.

Logging in to the Back-End

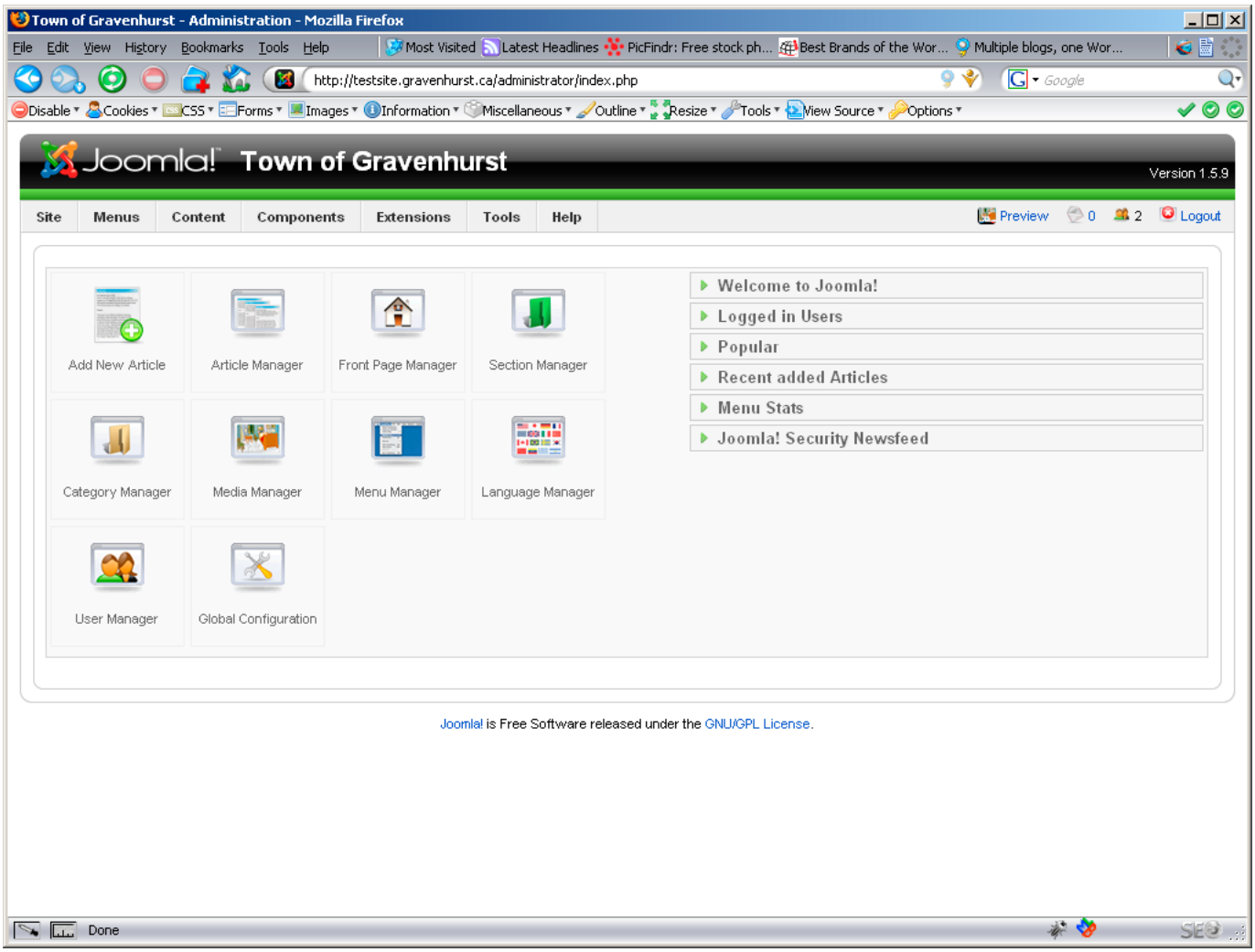
The Back-End functions are available by logging onto the Back-End via the www.yourdomainname.com/administrator URL.

This will display the Login screen.



Input you **Username** and **Password** in their respective fields and click the **Login** button. The Control Panel (Home page) is displayed.

The Control Panel



The Control Panel, also known as the Home page, is always accessible from the Home menu option.

The Control Panel consists of four distinct areas:

Menu Options:

The menu provides access to all the Back-End functions available. The menu and sub-menu options displayed will vary according to your User status, i.e. Manager, Administrator, or Super Administrator.

On the right hand, side there are buttons representing the number of private messages you have, the number of logged on Users and a **Logout** link.

Quick Link Buttons:

These quick link buttons provide access to a number of common tasks with one click.

Add New Article
: Displays the Article: New screen

Article Manager
: Displays the Article Manager [Section: All] screen

Frontpage Manager
: Displays the Frontpage Manager screen.

Section Manager
: Displays the Section Manager screen.

Category Manager
: Displays the Category Manager [Content: All] screen.

Media Manager
: Displays the Media Manager screen.

Menu Manager
: Displays the Menu Manager screen.

Language Manager
: Displays the Language Manager [Site] screen.

User Manager
: Displays the User Manager screen.

Global Configuration
: This displays the Global Configuration screen.

Other Common Buttons

Save
: Click Save to save the data on the screen you are using and return to the appropriate list screen, e.g. Article Manager [Section: All].

Apply
: Save the data on the screen, and remain on that screen.

Cancel, Logout
: The correct way to leave an input screen, or to force a logout.

Help
: Access the built in help system. The button is not referred to in the Toolbar Button: lists for processes described in this manual but it is available on all screens.

Publish, Default, Assign, and Send Mail
: Used with Sections, Categories, and Articles etc. to control publication, assigning a template or sending a Mass Mail.

Unpublish
: Used with Sections, Categories, and Articles etc. to control publication.

Delete, Trash, Uninstall
: Used to delete from the database, send to the Trash Manager, or uninstall a Component, Module, or Plugin.

Edit
: Used to edit Sections, Categories etc.

New
: Used to create new Articles etc.

Upload
: Used to upload images to the Media Manager.

Edit HTML
: Used to edit a template.

Edit CSS
: Used to edit a template's .css file.

Restore
: Used to restore items that have been sent to the Trash Manager.

Copy
: Used to copy Articles etc.

Move
: Used to move Articles between Sections/Categories etc.

Archive
: Used to archive Articles.

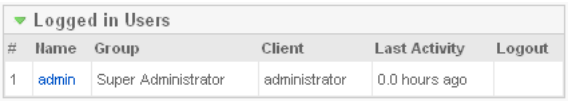
Administrator Modules

The modules display Logged In Users, Components installed, most Popular Articles viewed, Recently Added Articles published, and Menus with the number of links per menu.

The order, and whether the modules are displayed, or not, can be controlled from the menu option:

Access: Select Extensions > Module Manager > Administrator

Logged In Users Tab:



This displays a list of users currently logged on together with their access level (both in the Backend and in the Front-End sections). Click a username to go to the User Edit page for that user.

Logout a user by clicking the **red cross**.

Popular Tab:

Click this Tab to access the screen that lists in order, the most popular Articles on your site. Included are the dates the Articles were created, and the number of hits or views.

Click the Article name to edit that item.

Popular
Most Popular Articles Created Hits
Home Page 2009-01-21 15:32:36 1396
Greetings Residents 2009-01-21 16:09:22 728
Steamship Festival 2009-01-21 16:13:01 273
Gateway to Muskoka 2009-03-10 14:41:24 129
About Gravenhurst 2009-01-21 16:02:24 125
Greetings Visitors 2009-01-21 16:09:22 95
Gravenhurst Opera House 2009-03-17 10:10:44 72
Municipal Services 2009-03-17 11:38:46 62
Arts & Culture 2009-03-17 11:05:09 57
Departments & Committees 2009-03-17 12:16:11 56

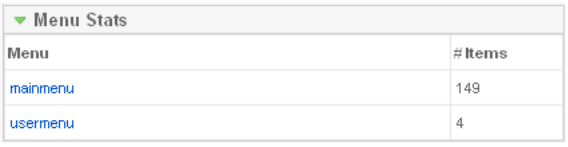
Recent Added Articles Tab:

Recent added Articles

Latest Items	Created	Creator
Tax Estimator	2009-04-07 18:26:01	Dave Eidsness
Information About This Website	2009-03-19 09:40:31	Administrator
Town Council	2009-03-17 12:24:36	Administrator
Cemetaries	2009-03-17 12:23:44	Administrator
Licenses & Forms	2009-03-17 12:23:27	Administrator
Public Works	2009-03-17 12:23:03	Administrator
Planning Department	2009-03-17 12:22:47	Administrator
Recreation	2009-03-17 12:22:32	Administrator
Treasury Department	2009-03-17 12:22:18	Administrator
Accessibility	2009-03-17 12:22:03	Administrator

Click this Tab to access a screen that lists the most recently added Articles. This includes the creation date and the author. Click the Article name to edit that item.

Menu Stats Tab:



Menu Stats

Menu	# Items
mainmenu	149
usermenu	4

Click this Tab to access the screen that lists all menus and the number of item links in each menu. The number of links is the total created, not the total published. Click the name of a menu to access the screen that lists the items for that menu.

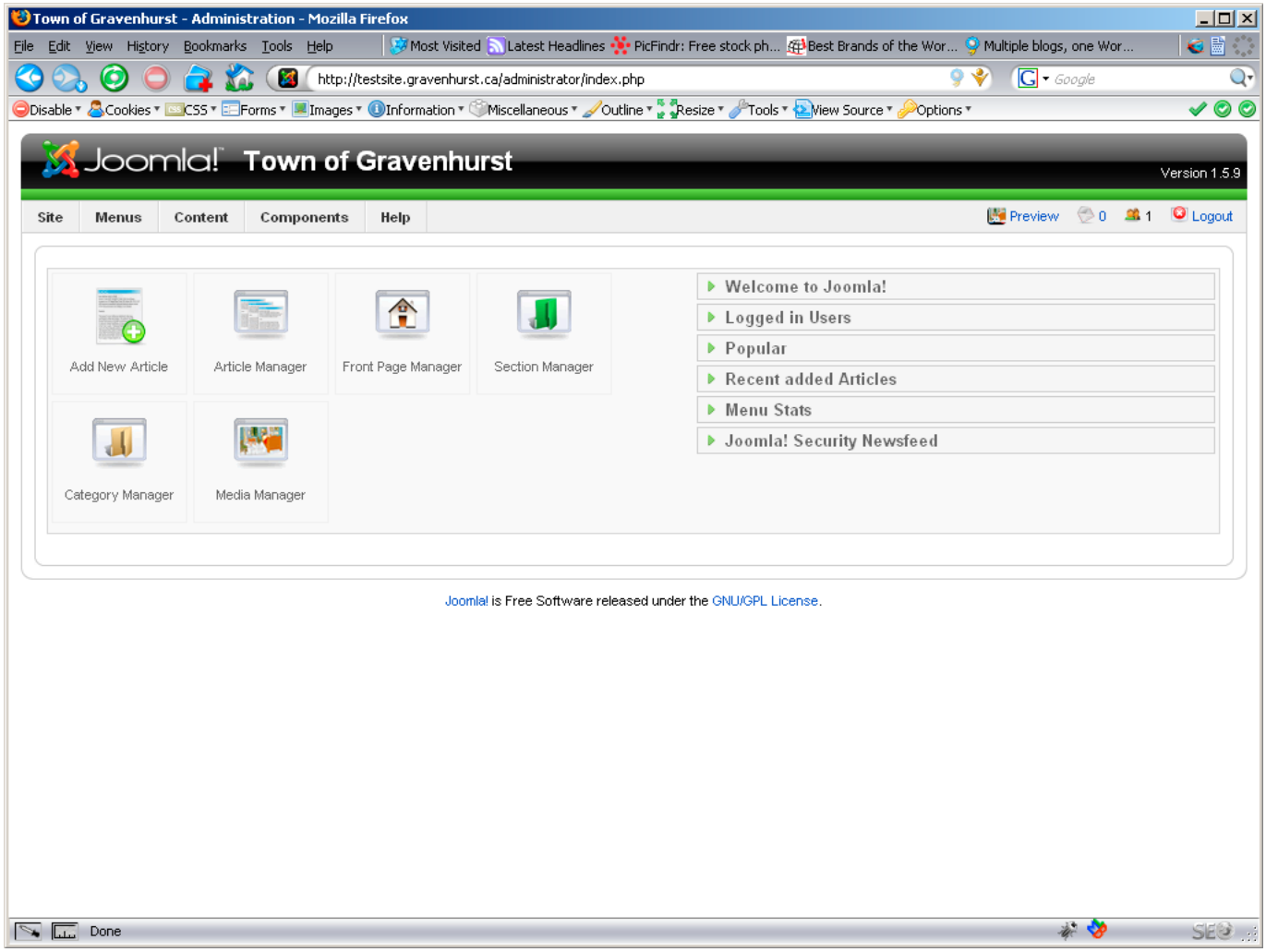
Chapter 6: Accessing Functions from the Back-End: Manager

Introduction

The Manager has all the Front-End access privileges of a Publisher. In addition, they have the following Back-End privileges, which are covered in detail in this chapter:

- Media Manager
- Preview
- Menu Items
- Managing Content: Sections, Categories and Articles
- Frontpage Manager

When a Manager logs in to the Control Panel, as described in the previous chapter, they will see the following screen.

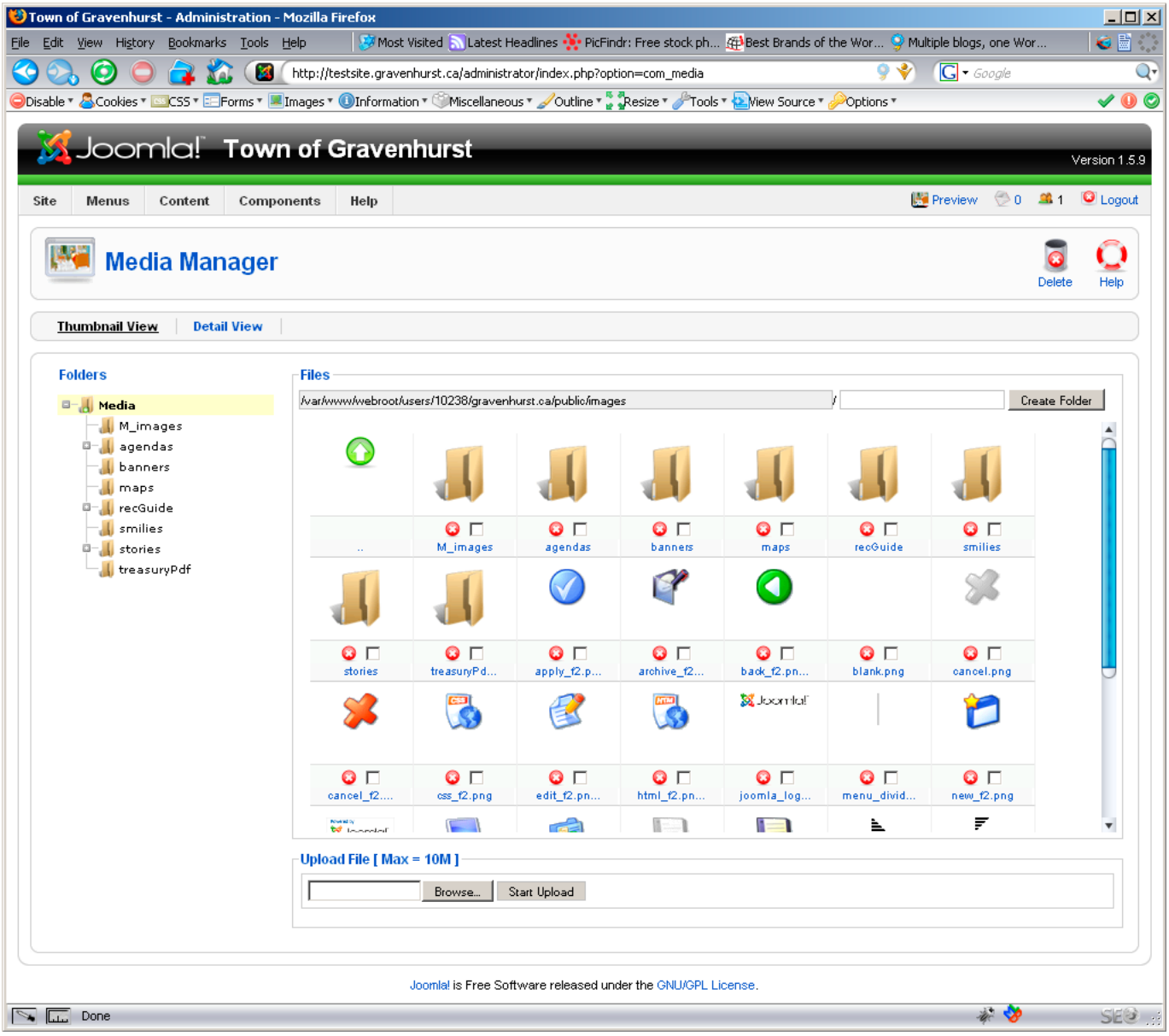


You will notice that the menus are limited to Home, Site, Menu, Content, and Help. Within these, there is a sub-set of the full menu options.

Media Manager

Access: Select Site > Media Manager.

The Media Manager screen will be displayed.



This screen displays the entire images folder, i.e. www.yourdomainname.com/images. This is useful to remember, as you need to select the correct sub-folder to upload images, which will be available to your Articles.

Normally, you will see the following sub-folders:

M_images, banners, smilies, and stories (used to store images for Articles). In addition, you will see a number of images in the images folder itself.

Some third party Components, e.g. Zoom Gallery, may create sub-folders in the images folder.

Access: Click on a folder button or use the Directory drop down box to access a sub-folder.

Use the **Up** directory button to move up in the folder, sub-folder hierarchy.

Note: Images for use in Articles are stored in the stories sub-folder. It is a good idea to organise your images in a logical set of sub-folders. I remember one person putting hundreds of images directly in the stories sub-folder. Not only did it take a long time to load but also they had a never-Ending quantity of images making it difficult to manage!

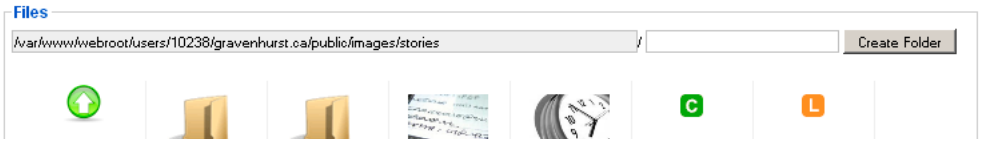
In this section we will look at:

- Creating a folder
- Uploading an image
- Deleting an image
- Using the Image/Url Code

Create a folder

Click on the **stories** sub-folder button.

Note: The change in the Directory drop down box to /stories.



Enter a name in the **Create Directory** field.

Note: Ideally use all lower case with no spaces or use an underscore and keep it short, e.g. newsitems or news_items.

Then, click the **Create** button. When the screen is refreshed, a new folder will have been added to the images/stories sub-folder.

Upload and Delete an Image

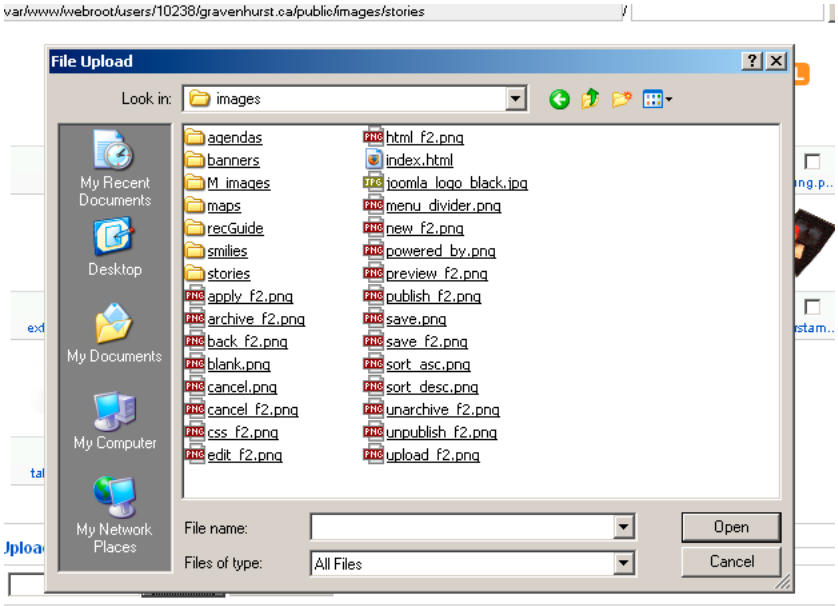
Ok, so now you have created a sub-folder, let us upload an image.

Use the Browse button to locate the image on your local computer that you wish to upload.

From the Choose File dialogue, click on the selected image and click on **Open**. The pathname to the selected image is displayed in the File Upload box.

Now click the **Upload** button.

At the conclusion of the upload a confirmation, Upload completed, will be displayed on the screen and a thumbnail of the image will have been added to the /stories sub-folder.



Notes on images:
1. I have found it best to keep the image file names as short as possible. Use lower case letters and/or numbers without spaces. I always use the underscore, _, to put gaps in a file name if I need it, e.g. camp_tent.gif.
2. Remember to keep files and image sizes small.
3. File Size – Someone asked why a web page with one small image and a lot of text took over 1 minute to load. The answer was simple: The original image, which was large, was scaled down to a small image size in the browser and was, therefore, still the same file size. When you resize your image on your web page, you have done nothing to the file size. What you are actually doing is telling the browser to re scale the image on the fly. This creates a lot of work for the browser.
4. When you use an image-editing program to resize the image, and save it as a .jpg or a .gif, you have actually created a smaller image and, therefore, a small file size.
5. If you want to optimise your images, the first thing you need to know about is the three image formats recognised by your web browser.
6. gif: These are gif (pronounced jif as in Jiffy), .jpg/jpeg (pronounced Jay-Peg) and .png (pronounced ping). .gif, jpg and png files are compressed. That means that information has been organised inside the file in a special way to minimise the file size.
7. The difference between gif, jpg, and png files is the way that they compress the data.
JPG: JPG compression is designed to optimise photographs or images with fine gradations of colour.
PNG: GIF compression is designed to optimise images with large continuous areas of colour, such as illustrations. The PNG file format for image compression is expected to replace the Graphics Interchange Format. The PNG format was developed by an Internet committee expressly to be patent-free. It provides a number of improvements over the GIF format. Like a GIF, a PNG file is compressed in lossless fashion (meaning all image information is restored when the file is decompressed during viewing). A PNG file is not intended to replace the JPEG format, which is 'lossy' but lets the creator make a trade-off between file size and image quality when the image is compressed.
9. Typically, an image in a PNG file can be 10 to 30% more compressed than in a GIF format. An image of around 19.5K in size will take approximately 3.5 seconds to download at 56Kbps. Although broadband access to the Internet is becoming increasingly common, do not forget to design your site for the lowest common denominator. Dial up access still represents a significant number of Internet users.
10. Image Dimensions: Refer to the dimensions of your template to avoid adding a large image that will stretch the width of your template, particularly if you are using a fixed width layout. For example, if I have a fixed width of 760 pixels and a block on the left hand side of 150 pixels for the menu, this leaves me 610 pixels to play with for the main body of the site. If I insert a 500-pixel width image and want to wrap my text around it, this leaves me just 110 pixels width for text. This might be too narrow.

Preview

Preview is a function that allows you to view the web site(Front-End) from your Administrator (Back-End) Panel just by clicking the **Preview** button in the top right of your screen.

Manage Menu Items

Note: Creating and deleting menus is reserved for the Administrator or Super Administrator access levels only

In this section, we will be covering:

- How to add a new menu item
- Publish and Unpublish menu items
- Moving menu items
- Copying menu items

- Deleting menu items
- Using the Home Menu Option to control the Front Page Display

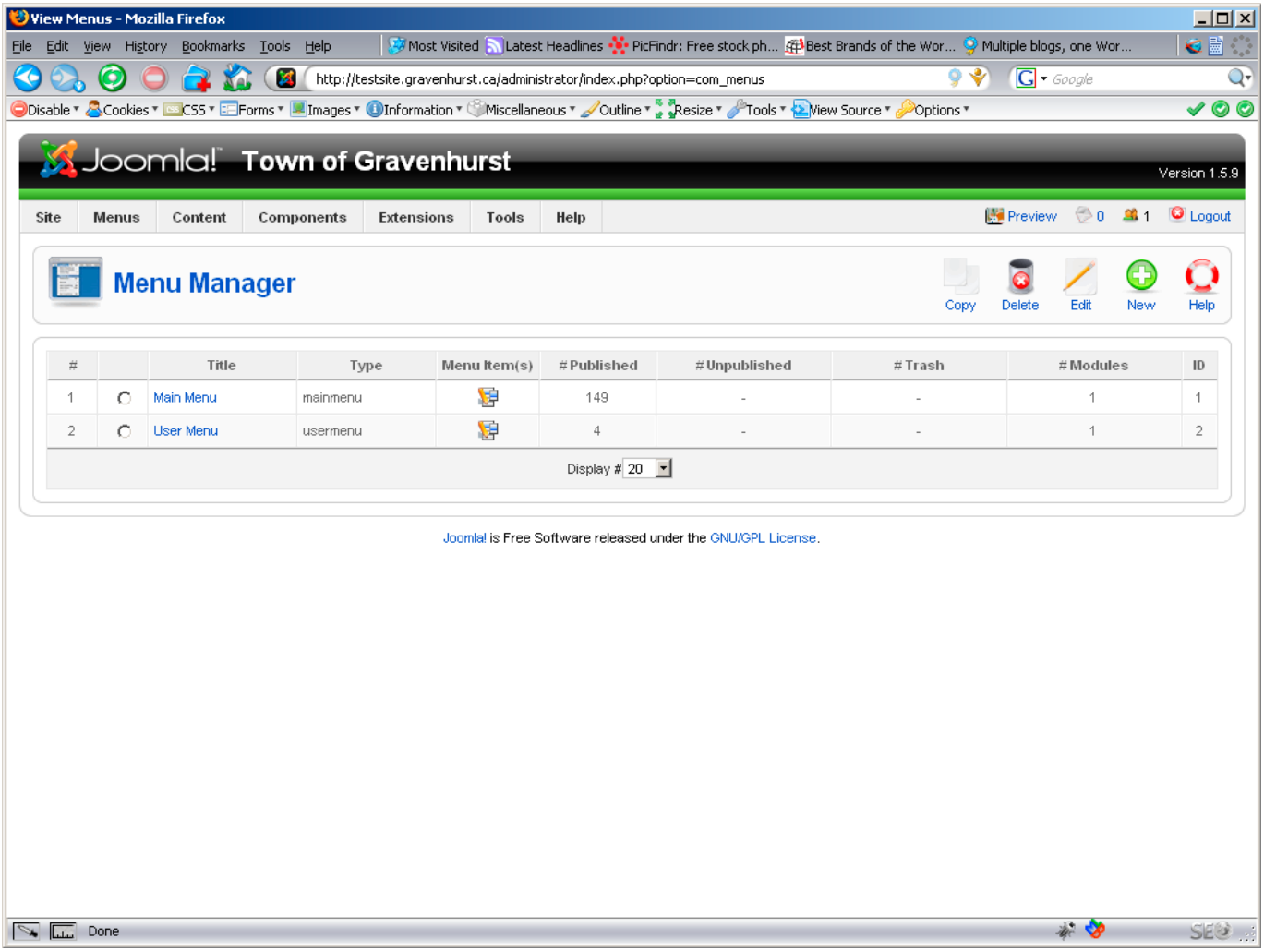
By default, there will be the mainmenu, othermenu, topmenu and usermenu listed.

The Menu Manager

In this example, we will be adding a menu link to an article.

Access: Select Menu > mainmenu.

This will display the Menu Manager [mainmenu] screen. All existing menu item will be displayed.



Toolbar Buttons: Menus, Default, Publish, Unpublish, Move, Copy, Trash, Edit, and New are available.

The following information is displayed:

Menu Item
: This is the name given to the menu item and is displayed on the menu on the Frontend

Default
: Indicates the default page a visitor will see when accessing the site (the home page)

Published

This indicates whether the menu item is published, or not published. Clicking on the button will switch the state of that menu item between Published and Unpublished.

Order

You can use the Up or Down arrows to alter the order in which the menu items are displayed. Or you can enter the order in which you want the menu items displayed. Use the **Save** button to save the changes.

Access Level

This indicates what type of user has access to the menu item. By clicking on the title, you can toggle between, Public, Registered, and Special.

Type

This indicates the type of link used for this menu item.

Itemid

This shows the ID (identification code) for this specific Menu Item used in the database.

Other functions available on this screen include

Max Levels

This drop down allows you to select the maximum levels of menu displayed. Useful if you have a long and complex hierarchical menu.

State

Allows you to view only Published or Unpublished menu items.

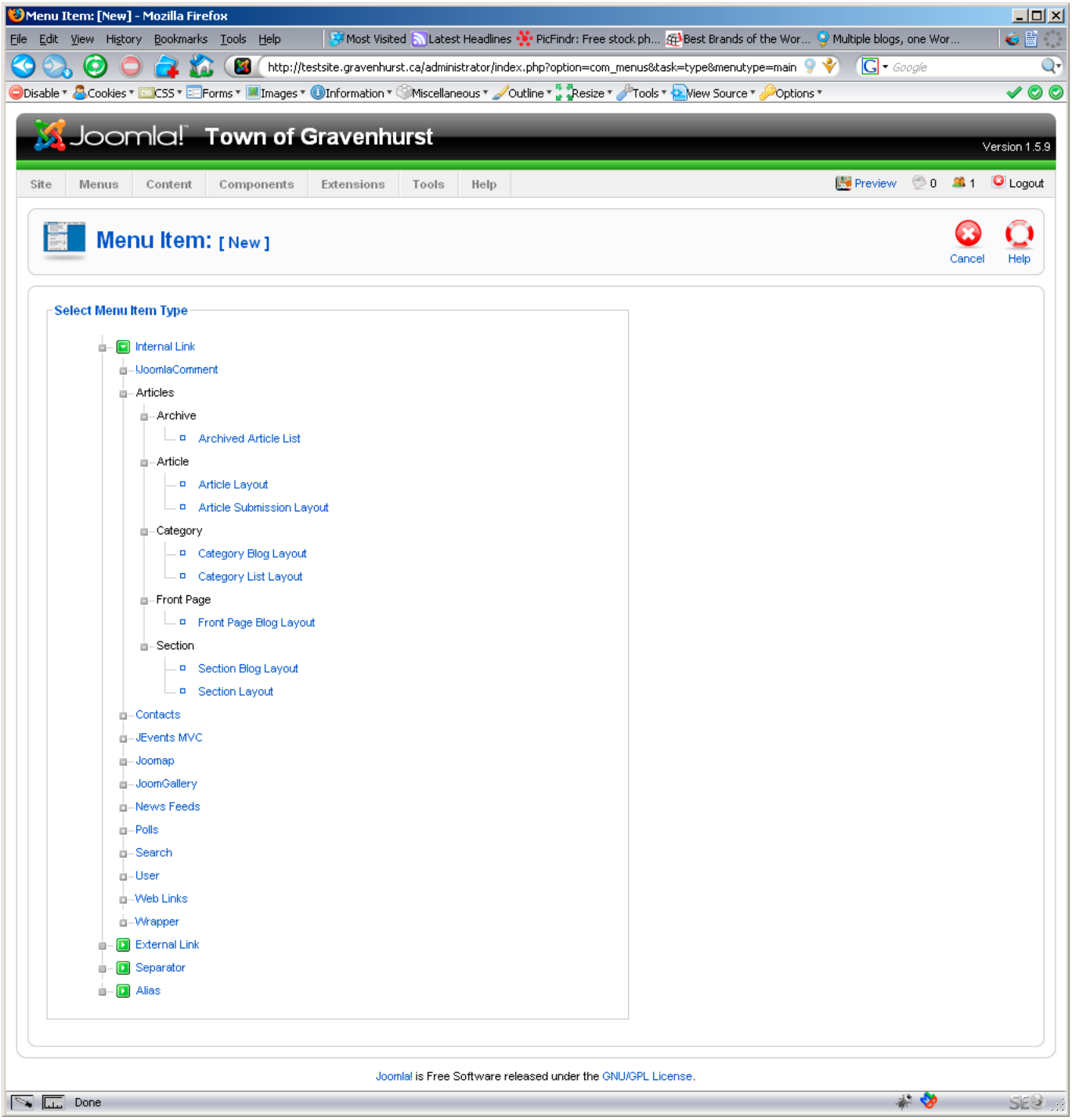
Display #

This drop down allows you to select the maximum number of menu items displayed per page. Note the << Start < Previous [page number] Next > End >> navigation to move between pages.

Create a New Menu Item

To create a new menu item, click on the **New** button.

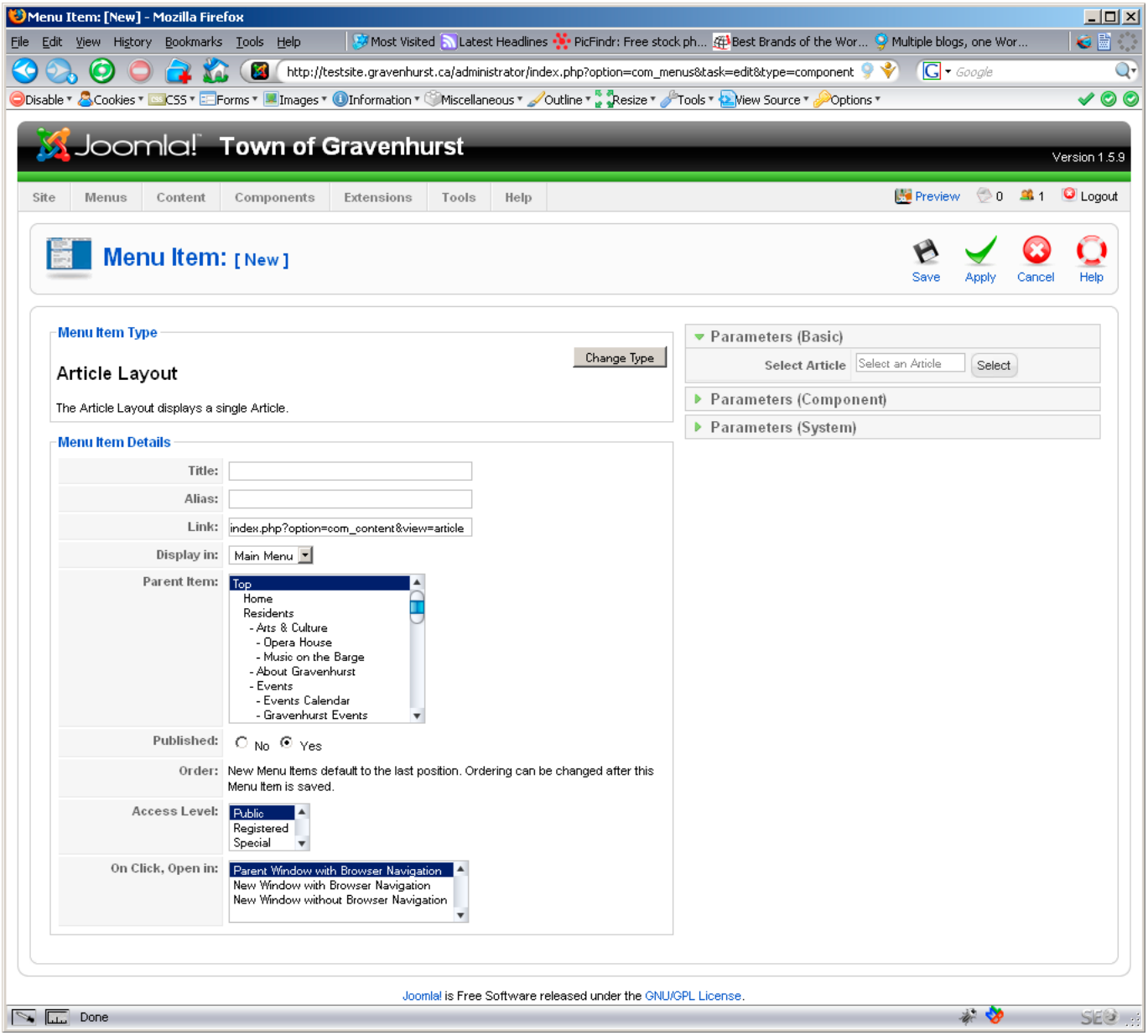
This displays the New Menu Item screen.



Note: Some menu types appear in more than one grouping to aid selection, they are still the same menu type.

Click on the Article Layout link in the Article Item box. This will display the Add Menu Item: Article Layout screen.

Note: You can select the required options radio button and click the Next button or simply click the option name you require. Either action will then display the Add Menu Item: Component screen.



Complete the following fields:

Title
: Type a Title to display on the menu.

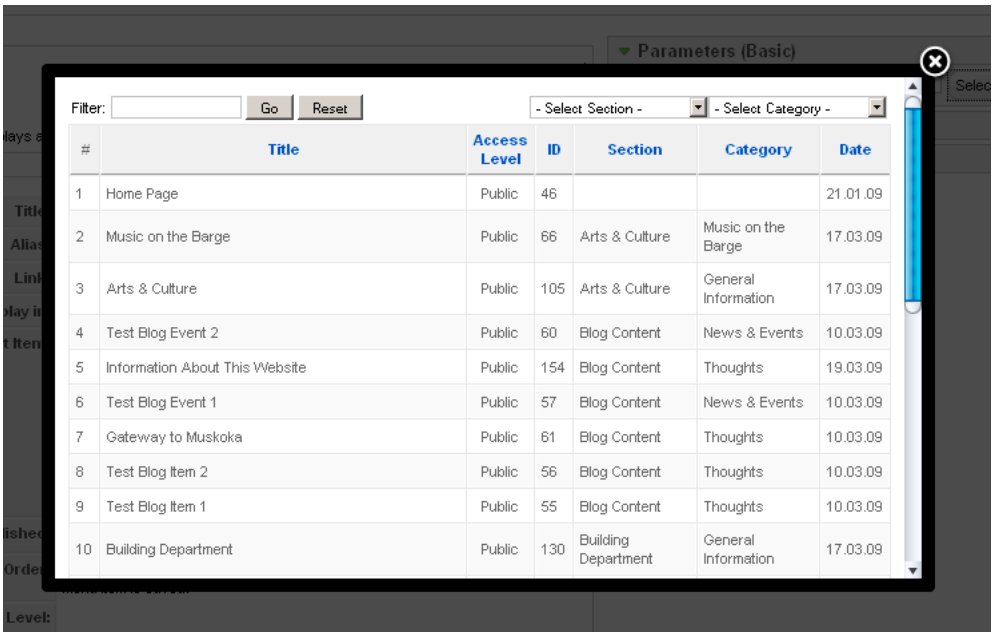
Parent Item
: By default, it is added as a Top-level item under the Parent Item option. If you wish it to make it a sub-menu option, select the appropriate Parent Item.

Access Level
: By default, the menu item is available to Public access. If you wish to restrict access to it, select the appropriate Access Level. Public, Registered, or Special.

Published
: Select: No or Yes. By default, it is Yes.

You now need to select the article that the menu is going to link to Click the **Select** button displayed at the right hand top corner of the browser window

The Article Select pop up window will display


Parameters (Basic)
Filter:
Go
Reset
- Select Section -
- Select Category -
Title Access Level ID Section Category Date
1 Home Page Public 46 21.01.09
2 Music on the Barge Public 66 Arts & Culture Music on the Barge 17.03.09
3 Arts & Culture Public 105 Arts & Culture General Information 17.03.09
4 Test Blog Event 2 Public 60 Blog Content News & Events 10.03.09
5 Information About This Website Public 154 Blog Content Thoughts 19.03.09
6 Test Blog Event 1 Public 57 Blog Content News & Events 10.03.09
7 Gateway to Muskoka Public 61 Blog Content Thoughts 10.03.09
8 Test Blog Item 2 Public 56 Blog Content Thoughts 10.03.09
9 Test Blog Item 1 Public 55 Blog Content Thoughts 10.03.09
10 Building Department Public 130 Building Department General Information 17.03.09

Select the article in the **Article Title** column. You can filter the articles list by section and/or category by using the drop down menus in the top right, or by filtering by keywork by typing a word into the **Filter** input in the top left.

The selected Article will be displayed in the Select Article field.

If you wish the new menu item to be a sub-item below and existing menu item, select the parent item from the **Parent Item** list. A new menu item will appear in the navigation hierarchy below its parent.

Click the **Save** icon displayed at the top of the Menu Item page.

The Menu Item Manager page will display with your new menu item displayed

Click the **Preview** link to display your web page with the new Menu item.

Your web page will display with the new Menu option where you can test to see if by clicking on the title you just created the correct page will be displayed.

Some menu items have further parameters, which may be visible when you first set up the menu item or become visible after saving it, e.g. Blog – Content Category, has further parameters to control the way content displays.

Publish and Unpublish a Menu Item

Publish and Unpublish a menu item is easy to do. You have two choices:

- Click the Published icon to un-publish or click the not Published icon to publish; or
- Select the radio button to the left side of the menu item, and click the Publish or Unpublish buttons as appropriate.

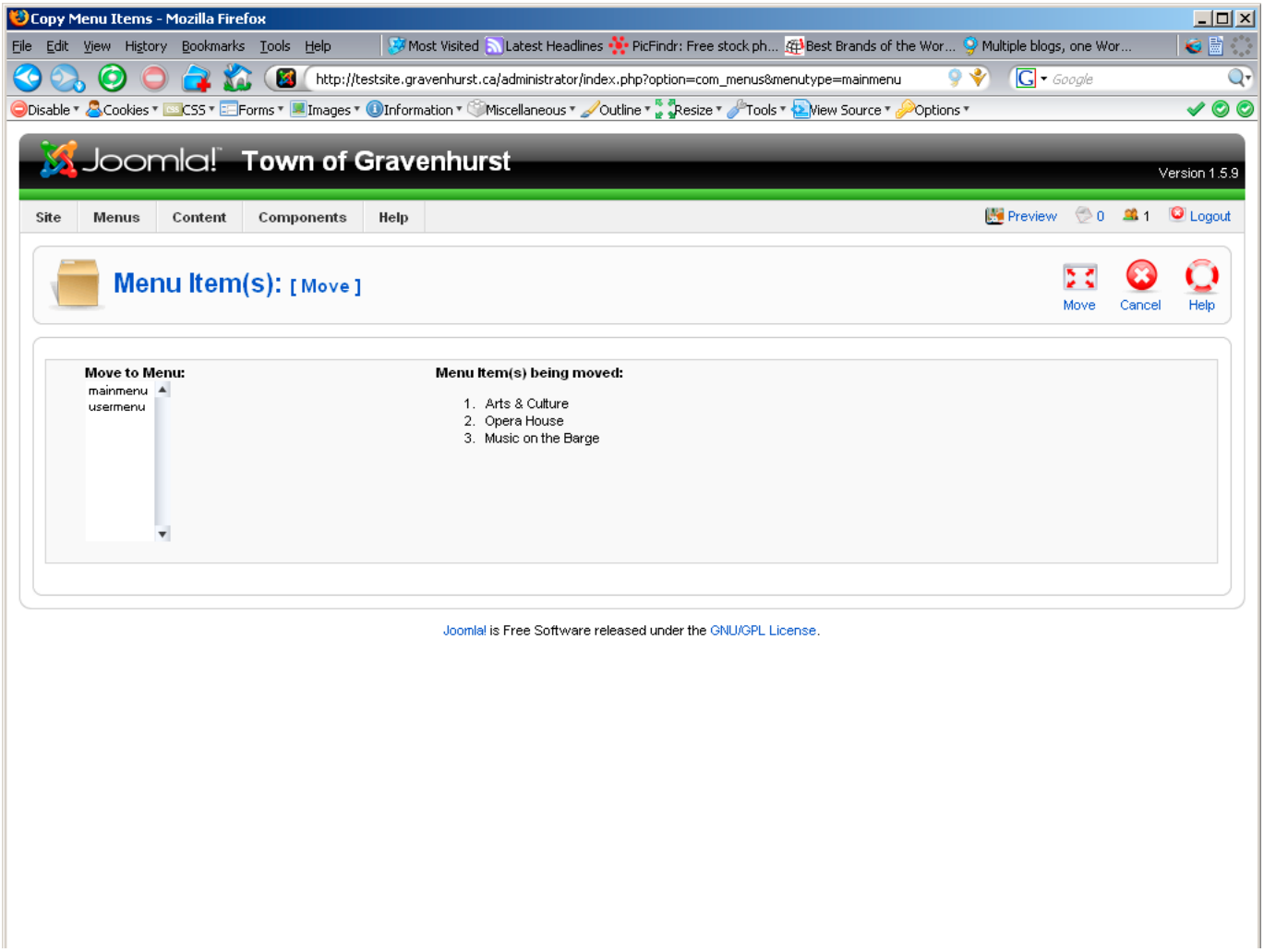
Move a Menu Item

Toolbar Buttons: Move, or Cancel, are available.

This function allows you to move menu item(s) between menus.

Select the menu item(s) you wish to move by checking the check box to the left side of the item(s).

Click the **Move** button. The Move Menu Items screen will be displayed.



Click the menu to which you wish to move the menu item(s).

Click the **Move** button.

You return to the Menu Manager screen.

Copy a Menu Item

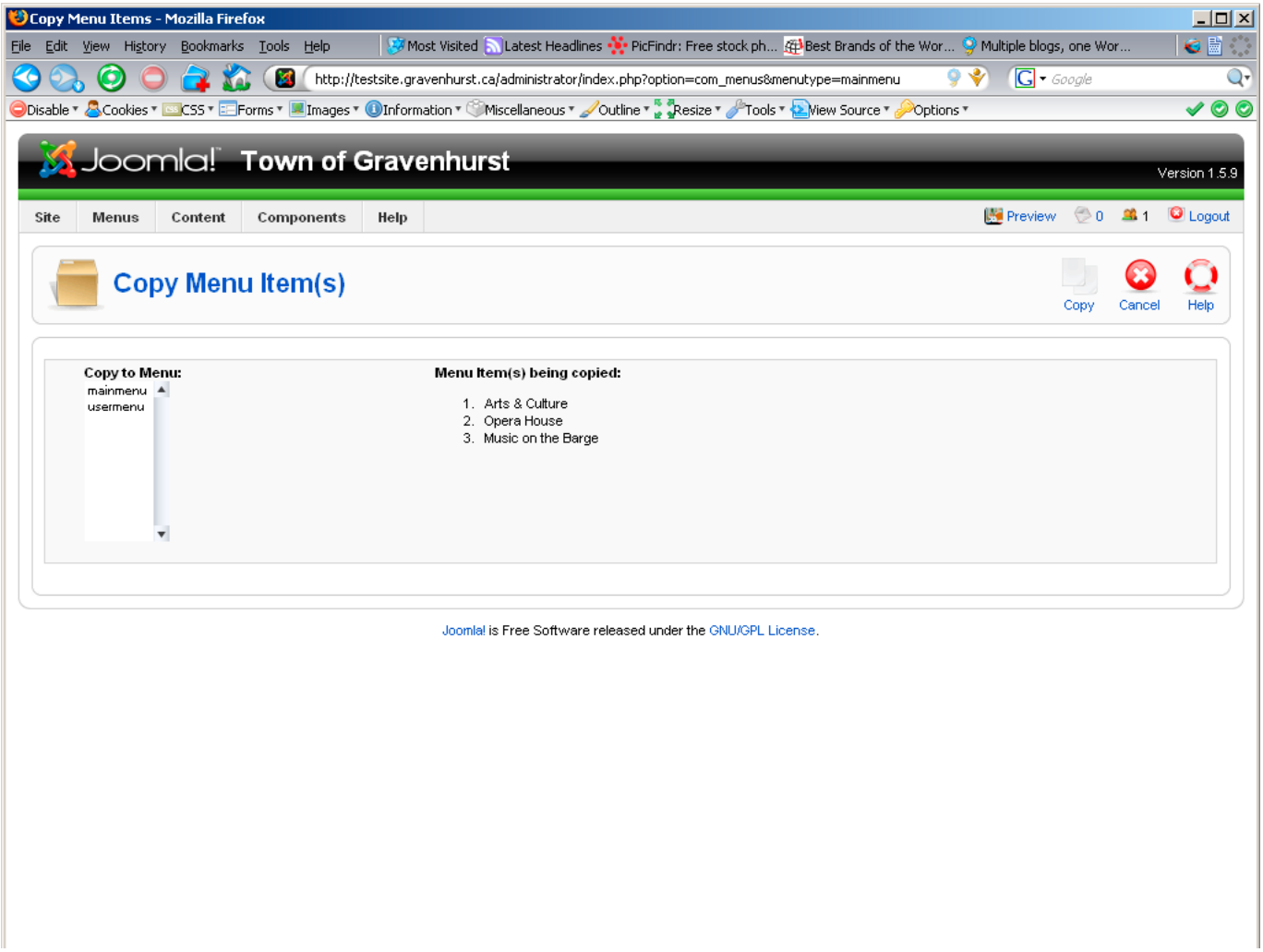
Toolbar Buttons: Copy or Cancel are available.

This function allows you to copy menu item(s) to other menus.

In the Menu Manager, select the menu item(s) you wish to copy by selecting the check box to the left side of the item(s).

Click the **Copy** button.

The Copy Menu Items screen displays.



Select the menu to which you wish to copy the menu item(s) to.

Click the **Copy** button.

You return to the Menu Manager screen.

Delete a Menu Item

Toolbar Buttons: Trash

This function allows you to delete menu item(s).

In the Menu Manager, select the menu item(s) you wish to delete by checking the check box to the left side of the item(s).

Click the Trash button.

> Note: The Trash Manager allows you to restore deleted menu item(s).

Manage Content

Introduction

There are three levels to organising the content of a Joomla! Content Management System:

- Sections are big containers; they hold Categories.
- Categories are little containers; they hold Articles.
- Articles are all the text and images you want to appear on a page.

The only catch is that you cannot create a Article without having a Section and Category for it to live in.

Imagine a filing system: Sections are drawers, Categories are folders, and Articles are pieces of paper.

If you had all of the pieces of paper lying around in your room that would be a mess. If you had them in folders, but the folders were lying all over the floor that would not be much better. If you had the all the pieces of paper in a drawer, with no folders to organise them, that would not be so great either.

So to keep things organised, you need to put all your papers (Articles) inside folders (Categories) inside drawers (Sections).

The other nice thing about having Sections and Categories is that you can assign different templates to them.

Manage Sections

Access: Select Content > Section Manager.

Access: Click the Section Manager button from the Home page.

The Section Manager

The Section Manager screen will now be displayed.

The following information is displayed:

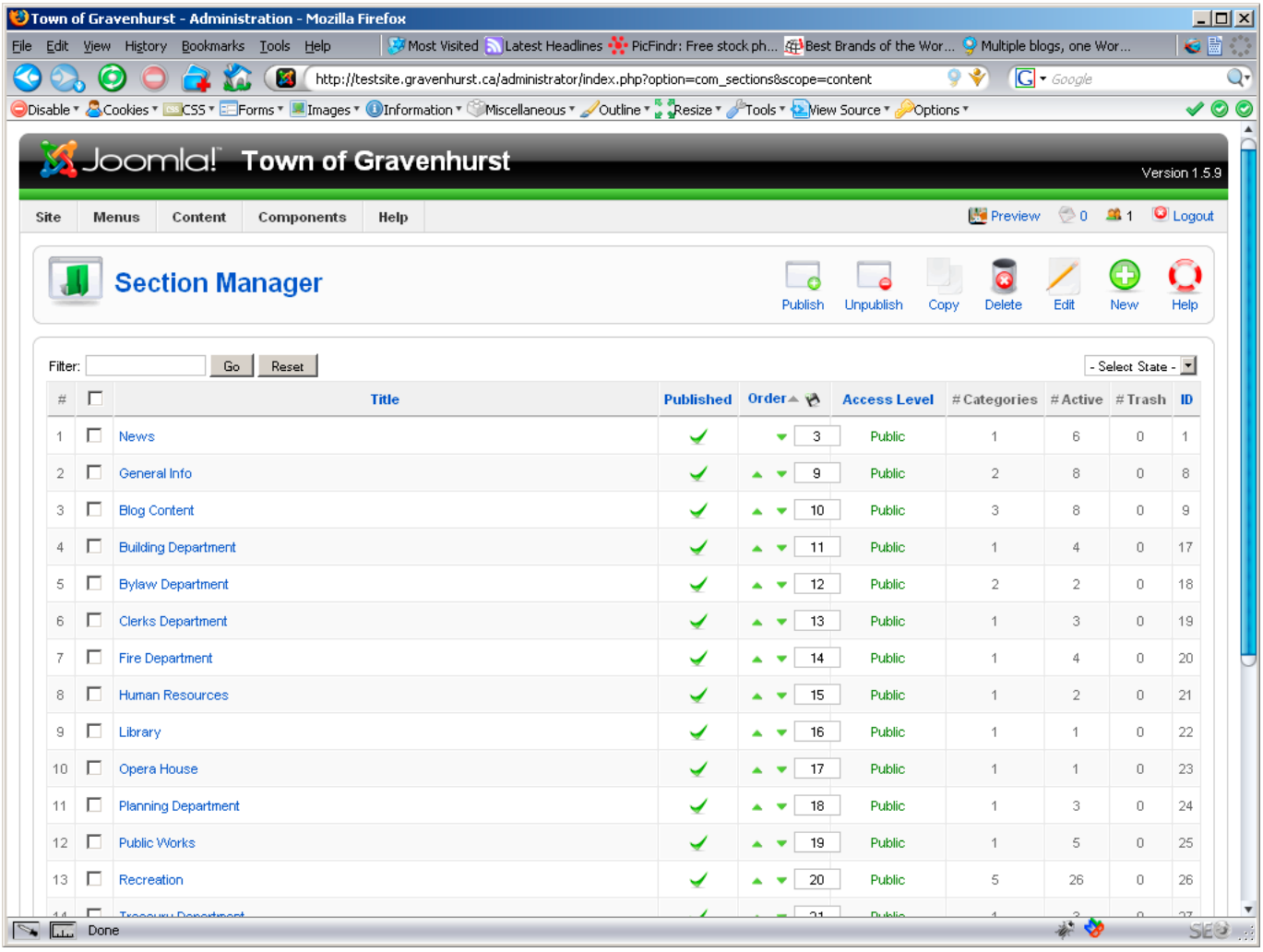
Title
: The title of the section.

Published
: The published or not published status of a Section.

Reorder
: You can use the Up or Down arrows to alter the order in which the Section items are displayed.

Order
: You can use the Up or Down arrows to alter the order in which the Section items are displayed. Or you can enter the order in which you want the Section items to be displayed. Click the **Save** button to save the changes.

Access Level
: This indicates what type of user has access to the Section. By clicking on the title, you can toggle between, Public, Registered, and Special.



Categories
: This is the number of Categories defined for the specific Section.

Active
: This is the number of published Articles in the Section.

#Trash
: Number of Articles belonging to this section and currently in the Trash Manager.

ID
: This is the ID for each Section as defined in the database.

Other functions available on this screen include:

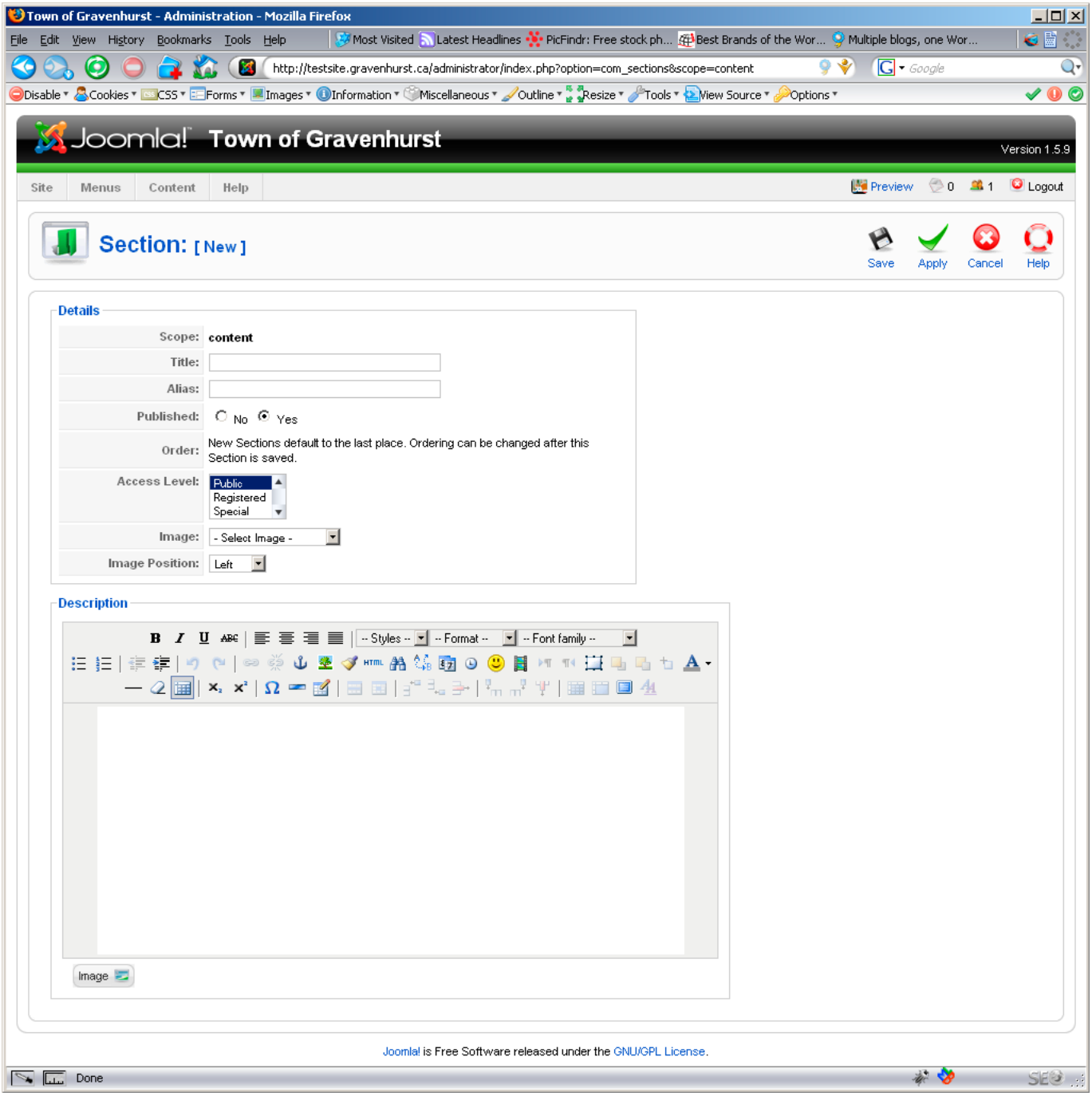
State
: Allows you to view only Published or Unpublished menu items.

Display #
: This drop down allows you to select the maximum number of Sections to be displayed per page in the Section Manager. Note the << Start < Previous [page number] Next > End >> navigation to move between pages.

Toolbar Buttons: Publish, Unpublish, Copy, Delete, Edit, and New are available.

Create a New Section

Click the New button. The Section: New [New Section] screen will be displayed.



Complete the following fields:

Title
: Enter a short name for the new Section to appear in menus

Description
: Enter a description for the new Section to be displayed in headings fields (optional)

Image
: Select an image to be displayed for this Section (a preview will be displayed of the image) (optional).

Access Level

Select which level of user can see the Section: Public, Registered, or Special

Description

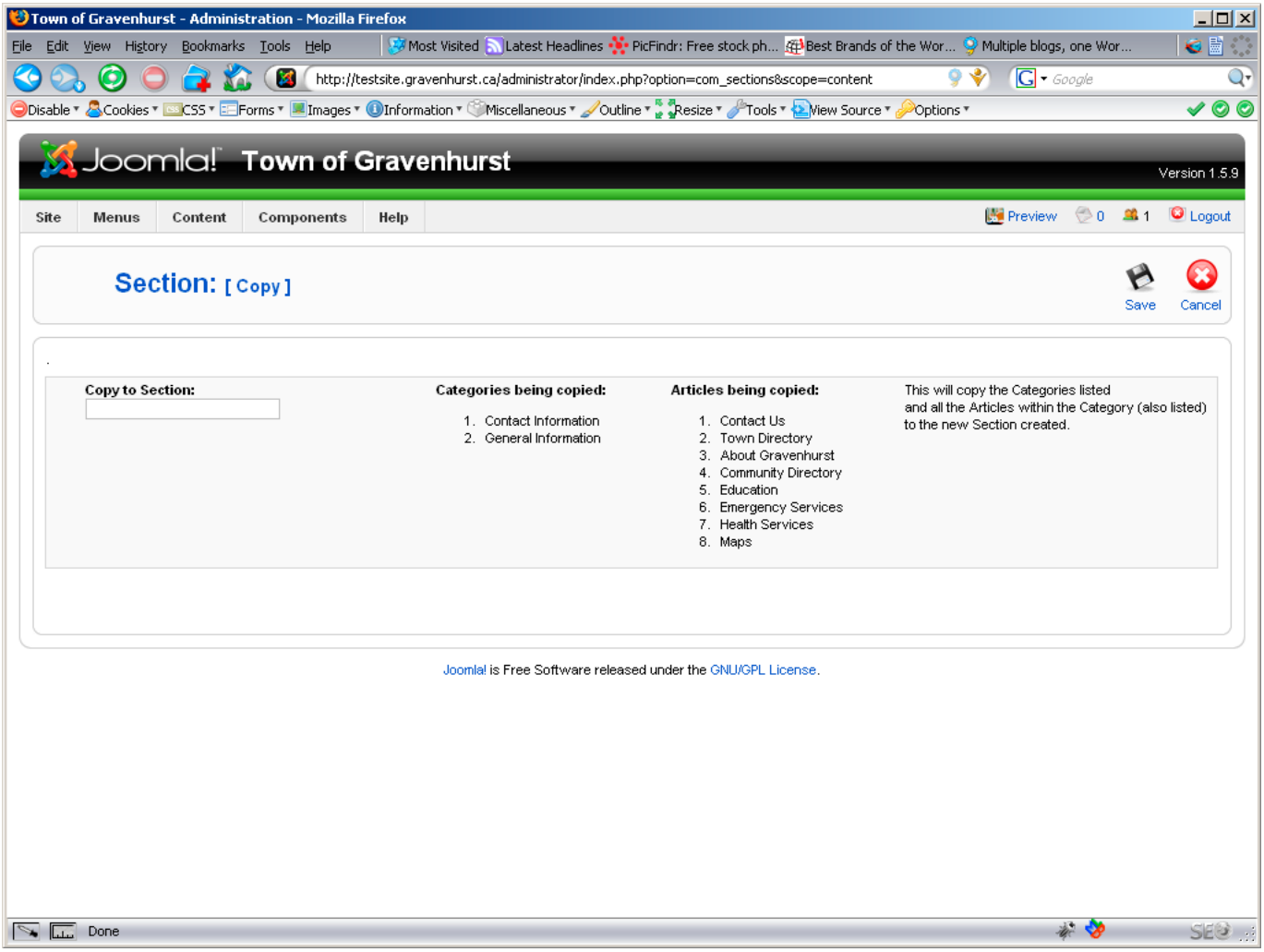
Enter a description of the Category in the editor window (optional).

Click the **Save** button.

Note: You will be returned to the Section Manager screen, which now displays the new Section Name you have created.

Copy a Section

Select the Section you wish to copy using the check box to the left of the title. Click the **Copy** button. The Copy Section screen will be displayed.



Enter a new Section Name in the Copy to Section field.

Click the **Save** button.

This will copy the Categories listed and all the items within the Category (also listed) to the new Section created.

Delete a Section

Note: Ensure that all Articles and Categories within the Section to be deleted are either moved or deleted.

Select the Section you wish to delete by using the check box on the left hand side of the Section's name. Click the Delete button. The Are you Sure? dialogue will appear. Click OK.

The Section will now be removed from the list and database.

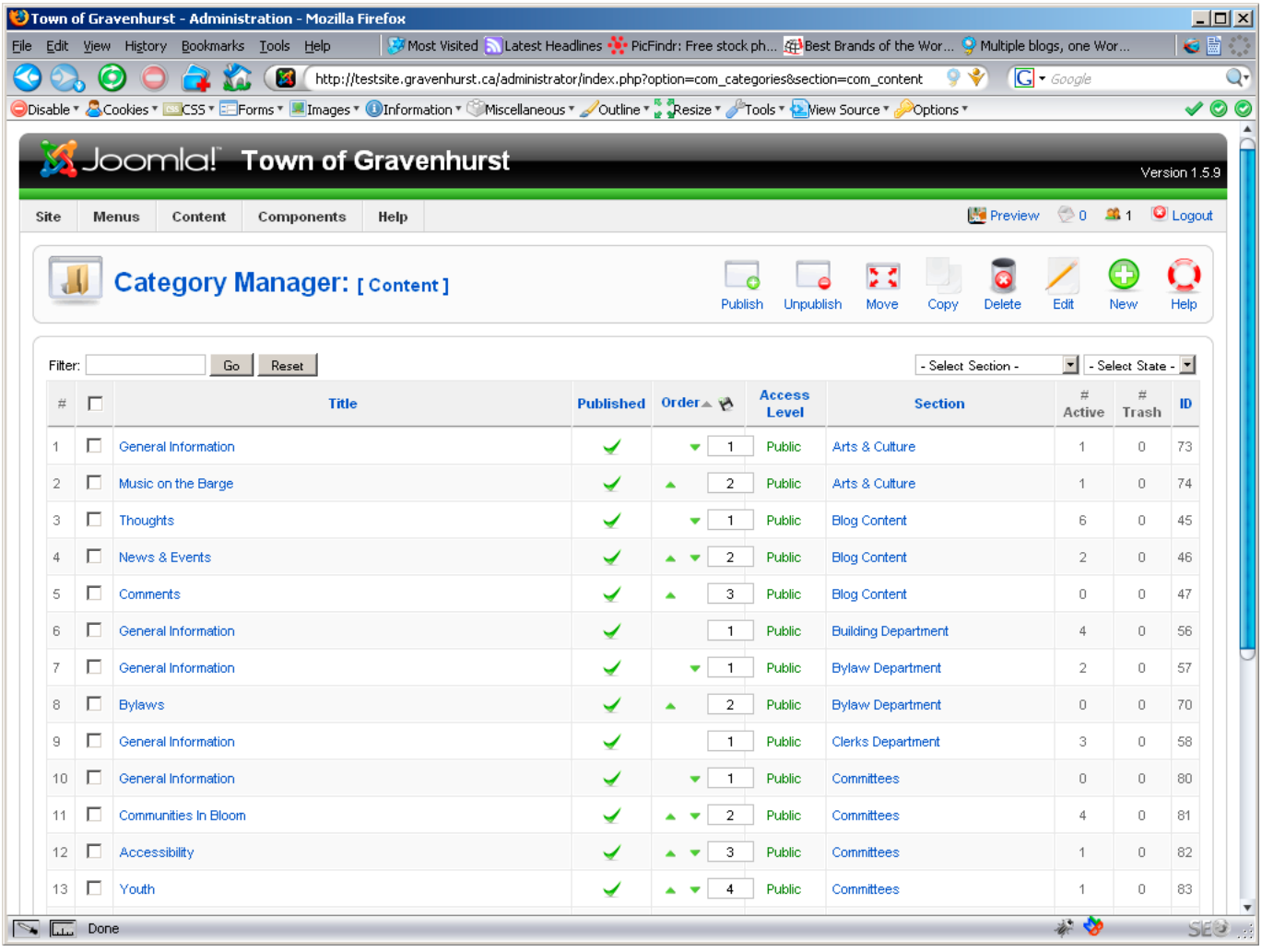
Manage Categories

The Category Manager

Access: Select Content > Category Manager

Access: Click the Category Manager button from the Home page

The Category Manager [Content All] screen will now be displayed.


Town of Gravenhurst - Administration - Mozilla Firefox
Joomla! Town of Gravenhurst
Version 1.5.9
Site
Menus
Content
Components
Help
Preview
Logout
Category Manager: [Content]
Publish
Unpublish
Move
Copy
Delete
Edit
New
Help
Filter:
Go
Reset
- Select Section -
- Select State -
| Title | Published | Order | Access Level | Section | # Active | # Trash | ID
1 General Information Public Arts & Culture 1 0 73
2 Music on the Barge Public Arts & Culture 1 0 74
3 Thoughts Public Blog Content 6 0 45
4 News & Events Public Blog Content 2 0 46
5 Comments Public Blog Content 0 0 47
6 General Information Public Building Department 4 0 56
7 General Information Public Bylaw Department 2 0 57
8 Bylaws Public Bylaw Department 0 0 70
9 General Information Public Clerks Department 3 0 58
10 General Information Public Committees 0 0 80
11 Communities In Bloom Public Committees 4 0 81
12 Accessibility Public Committees 1 0 82
13 Youth Public Committees 1 0 83
Done

The following information is displayed:

Title
: The title of the Category.

Published
: The published or unpublished status. Click the button to toggle between these two states.

Order
: You can enter the order in which you want the menu items to be displayed. Click the Save button to save the changes.

Access Level
: This indicates what type of user has access to the menu item. By clicking on the title, you can toggle between, Public, Registered and Special.

Section
: This is the name of the Section to which the Category is assigned.

Active
: This is the number of published Articles in the Category.

#Trash
: Number of Articles belonging to this Category and currently in the Trash.

ID
: This is the id of the Category as held in the database.

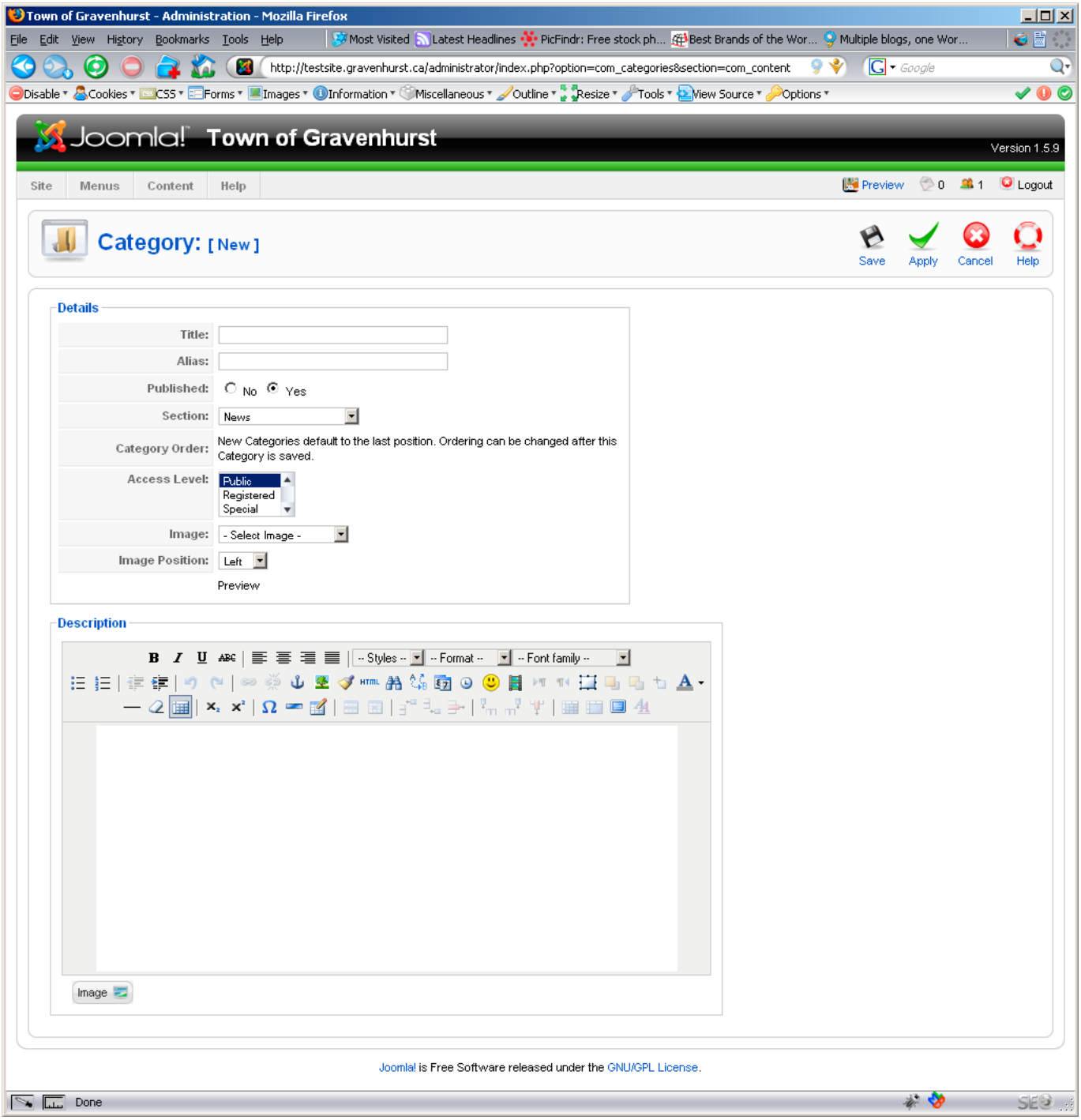
Display #
: This drop down allows you to select the maximum number of Categories to be displayed per page.

Toolbar Buttons: Publish, Unpublish, Move, Copy, Delete, Edit, and New are available.

Note the << Start < Previous [page number] Next > End >> navigation to move between pages.

Create a new Category

Click the **New** button. The Category: New [Content] screen is displayed.



Complete the following fields:

Title
: Enter a short name to appear in menus.

Section
: Select the appropriate Section from the drop down menu.

Image
: If desired, select an image to be displayed for this Category (a preview will be displayed of the image) (optional).

Image Position
: Select whether the image appears to the Right or Left of the text.

Access Level
: Select who can see the new Category. Public, Registered, or Special

Description
: Enter a description of the Category in the editor window (optional).

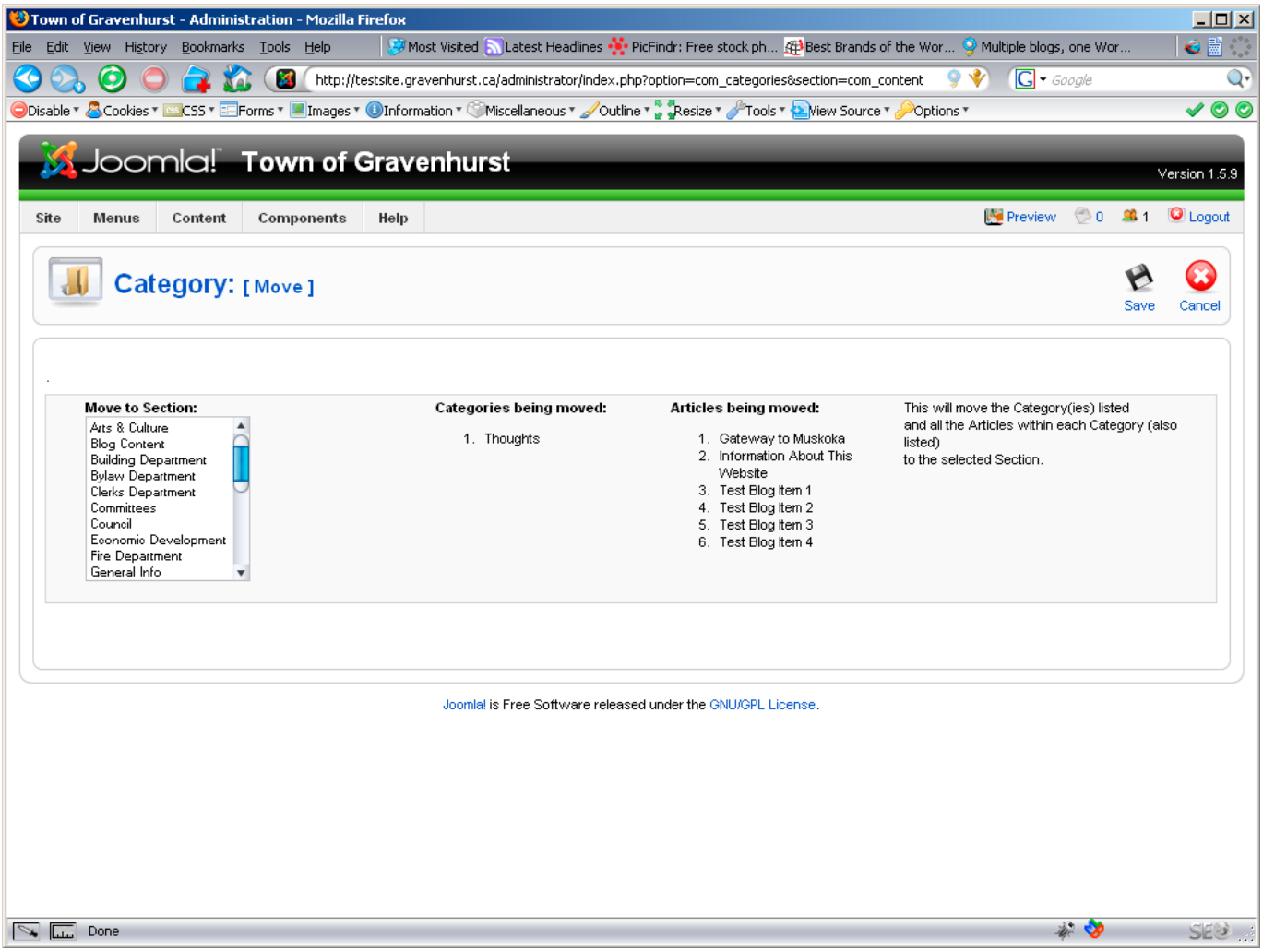
Click the Save button.

Note: You return to the Category Manager screen, which now displays the new Category Name you have created.

Move a Category

Select the Category that you wish to move.

Click the **Move** button. The Move Category screen will be displayed.



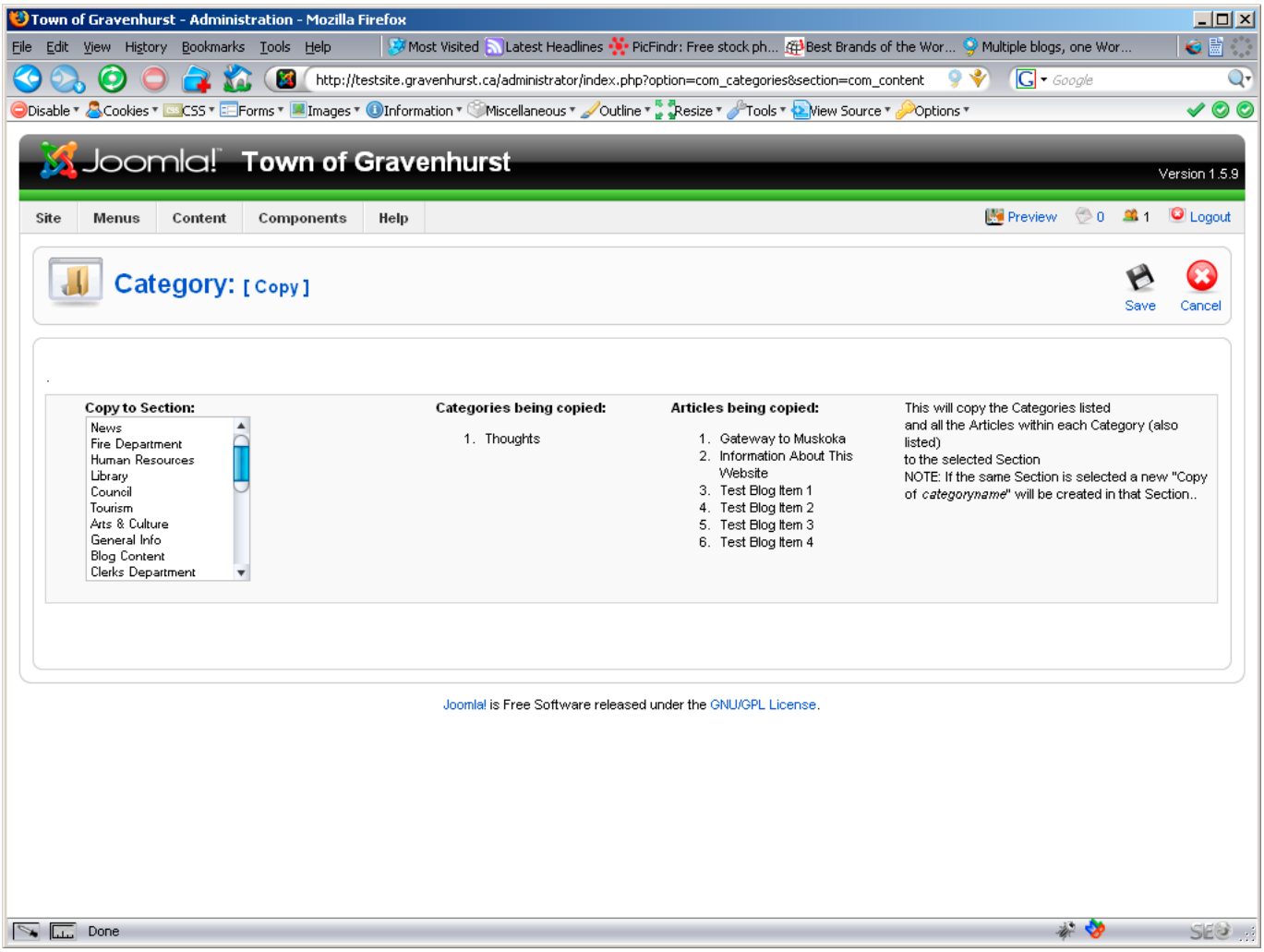
Select the Section to which the Category and its associated Articles is to be moved.

Click the **Save** button.

Copy a Category

Select the Category you wish to copy.

Click the **Copy** button. The Copy Category screen will be displayed.



Select the Section to which the Category, and its associated Articles, is to be copied.

Click the **Save** button.

Delete a Category

> Note: Ensure that all Articles within the Category to be deleted are either moved or deleted.

Select the Category you wish to delete by using the check box on the left hand side of the Section's name.

Click the **Delete** button.

The Are you Sure? dialogue will appear. Click **OK**.

The Category will now be removed from the list and database.

Manage Articles

Introduction

Managers, Administrators and Super Administrators may create, edit, and generally manage Articles from the Administrator's Back-End as well as the Front-End.

In this Section, we will be looking at how to:

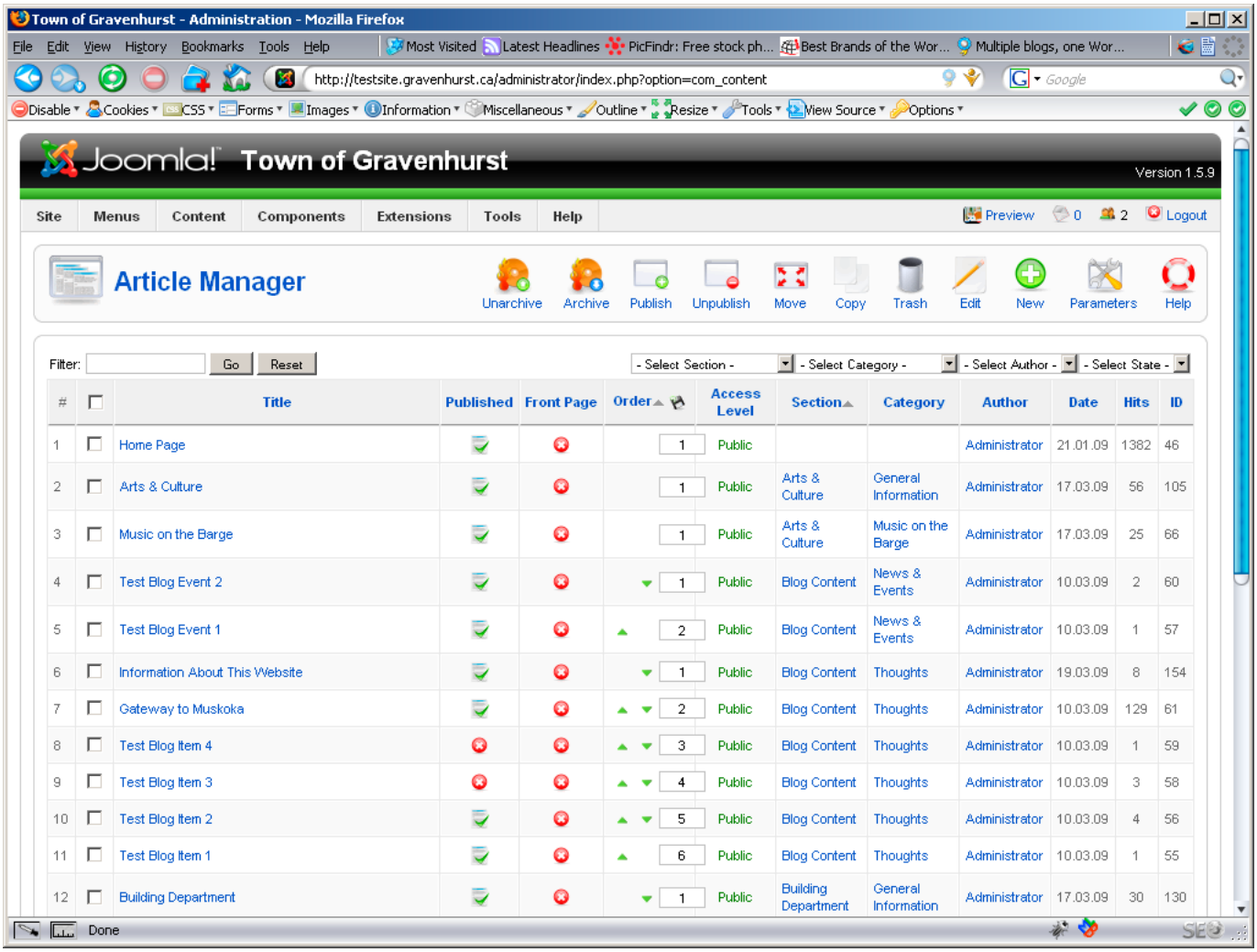
- Create a new Article
- Move a Article
- Copy a Article
- Archive a Article

The Article Manager

Access: Select Content > Article Manager.

Access: Click the Article Manager button from the Home page.

The Article Manager [Section: All] screen will be displayed.


Town of Gravenhurst - Administration - Mozilla Firefox
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 2 Logout
Article Manager
Unarchive Archive Publish Unpublish Move Copy Trash Edit New Parameters Help
Filter: Go Reset
- Select Section - - Select Category - - Select Author - - Select State -
Title Published Front Page Order Access Level Section Category Author Date Hits ID
1 Home Page Public Administrator 21.01.09 1382 46
2 Arts & Culture Public Arts & Culture General Information Administrator 17.03.09 56 105
3 Music on the Barge Public Arts & Culture Music on the Barge Administrator 17.03.09 25 66
4 Test Blog Event 2 Public Blog Content News & Events Administrator 10.03.09 2 60
5 Test Blog Event 1 Public Blog Content News & Events Administrator 10.03.09 1 57
6 Information About This Website Public Blog Content Thoughts Administrator 19.03.09 8 154
7 Gateway to Muskoka Public Blog Content Thoughts Administrator 10.03.09 129 61
8 Test Blog Item 4 Public Blog Content Thoughts Administrator 10.03.09 1 59
9 Test Blog Item 3 Public Blog Content Thoughts Administrator 10.03.09 3 58
10 Test Blog Item 2 Public Blog Content Thoughts Administrator 10.03.09 4 56
11 Test Blog Item 1 Public Blog Content Thoughts Administrator 10.03.09 1 55
12 Building Department Public Building Department General Information Administrator 17.03.09 30 130
Done

The Article Manager shows a list of the Articles on your site.

The following information is displayed:

Title
: This is the title of the Articles and is listed within Section and Category. Click the title to edit content. A Padlock button, , next to it shows that it is checked-out. To check-in, click the title.

Published
: This shows whether the item is Published, , or Not, . Hover over this button to see a summary of the publishing information. Click to change its state.

Frontpage
: This indicates whether this item is Published or Not on the Front Page.

Order
: Click the Up and Down arrow buttons to move the item up or down in the list. Or enter the list manually in the field provided and click the Save button to save the new order.

Access Level
: This is the user Access Level for the Article. Click on the Access level to switch it to Public, Registered, or Special.

Section
: This is the Section associated with the Article.

Category
: This is the Category associated with the Article.

Author
: This shows the name of the author of the Content. If the author's name is displayed in red, click to edit the author's information.

Other functions available on this screen include:

You may enter text in the Filter box to refine the list based on whether the text is found in the title of any item. Type in any text and press the Tab key.

You may also limit the list to a particular Author, Category, Section, or State by selecting one or more combinations from the drop down boxes.

Toolbar Buttons: Archive, Publish, Unpublish, Move, Copy, Trash, Edit, and New are available.

A summary of their functions is listed below:

Archive
: Check the Items to be archived, and click the Archive button to put Articles into an archived state. They are still accessible to the Front-End of your site if in published mode.

Publish
: Select the radio button of the Items to be published, and click the Publish button.

Unpublish
: Select the radio button of the Items to be un-published and click the Unpublish button.

Move
: Click the Move button to move Articles to another Content Section or Category.

Copy

Click the Copy button to copy Articles to another Section or Category.

Trash

Click the Trash button to put Articles in the Trash Bin. They are not completely removed but will not be displayed on your site. You can restore these Articles in the Trash Manager.

Edit

Click the Edit button to edit the Article.

New

Click the New button to create a new Article.

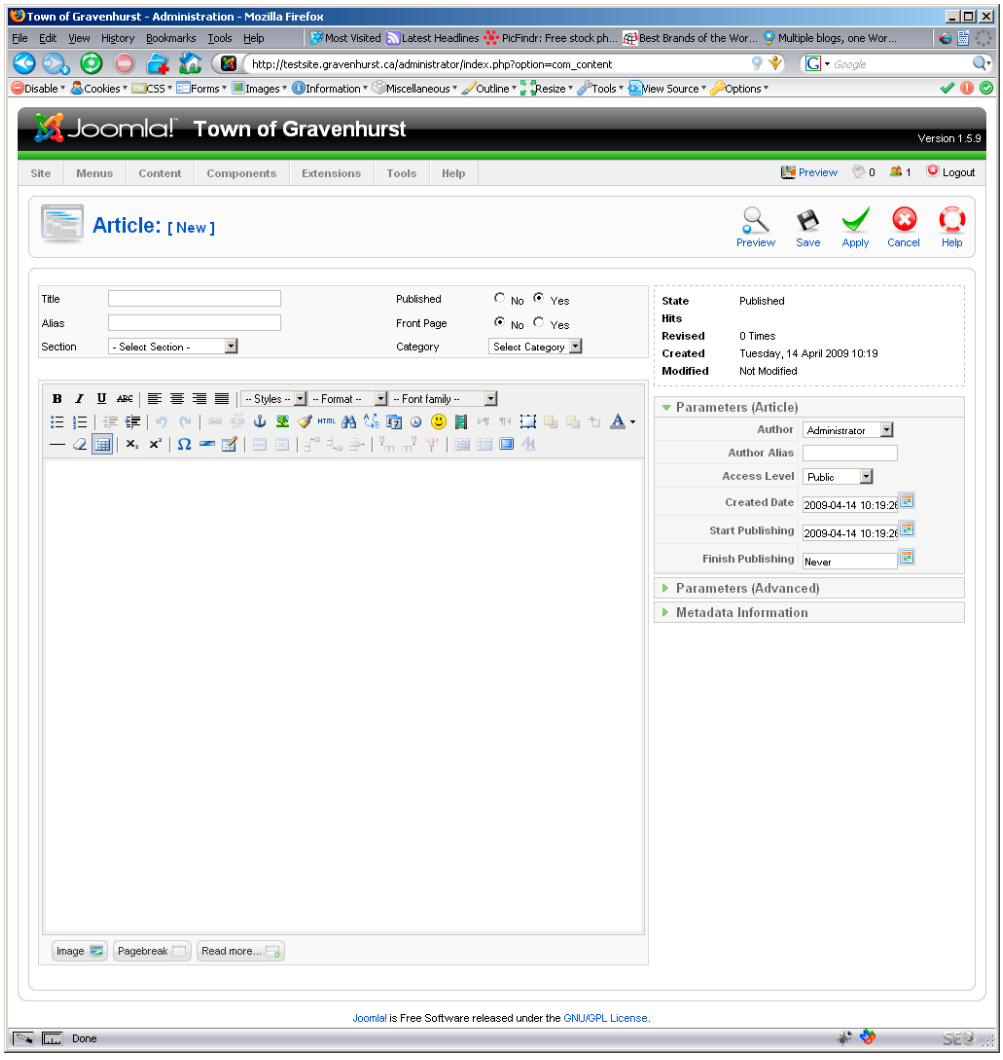
Create a New Article

There are a number of ways of accessing the Article: New screen.

Access: Click the Add New Article button on the Home page.

Access: Select Content > Article Manager > New.

Any one of these actions will display the Article: New screen.



Toolbar Buttons: Preview, Upload (image), Save, Apply and Cancel.

This screen is divided into two main areas. The left hand side is used to input content. The right hand side handles a number of parameters, which control what and how the content is displayed.

Complete the following fields:

Title
: Enter a Title.

Section
: Select a Section.

Title Alias
: If you leave this blank, the system will determine it automatically.

Category
: Select a Category (associated with the Section selected).

Show on Frontpage
: This determines whether the Article is displayed on the Front Page. The default the option is not checked. Check this option if you want to publish the Article on the Front Page.

Published
: This determines whether the Article is published or not. The default option is checked. Uncheck it if you do not wish to publish the Article, this is particularly useful when it cannot be finished at the first attempt.

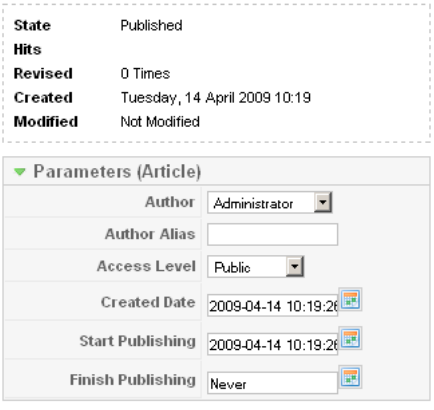
Main Text
: All of the content for this Article may be entered in the editor window. The main text, directly below the Intro Text box is used specifically when you wish to publish the Article to the Front Page or a Category Blog display. The Intro Text will be displayed on the Front Page with a Read More link.

Note: The Read More text can be changed in the language file.

Tab Settings Block

Publishing Tab

The Publishing Tab contains the settings for how and when the Article is to be published:



Access Level
: This determines who can see the Item. The option is, by default, set to Public. If you wish to restrict access to this Item, set the appropriate level of access for it.

Author Alias
: The author of the Article is normal the logged on user creating it. If you wish to override this, and the Global Configuration or Parameters options is set to display the Author's name, enter the Author's name you wish to be displayed.

Author
: Select from available Users.

Created Date
: This overrides the automatic created date for this Item. This is also a useful tool when it is necessary to re-order an Item

Start Publishing
: Is, by default, set to the current date. If you wish to override this with, say, a date in the future, click on the calendar button. This

will display a pop up calendar. Click on the required Start Publishing date. Alternatively, enter a date/time in the following format: YYYY-MM-DD HH:MM:SS (The time is optional).

Finish Publishing
: This date can be overwritten from its default value of Never . The settings are the same as for the Start Publishing field.

Above the Publishing Tab is a report of the status of the Item:

State
: Identifies whether the Item is Published or Unpublished.

Hits
: Reports on the number of times the Item has been viewed. A Reset Hit Count button will appear after the Item has been viewed)

Revised
: Reports the number of times the Item has been edited.

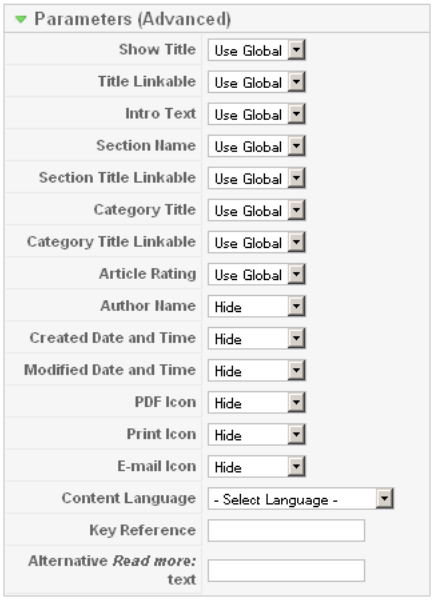
Created
: Identifies the date upon which the Item was created.

Last Modified
: Identifies the date of the last time the Item was edited. It identifies the person who carried out the edit.

Note: The Hits counter does not include views of items that appear on the Front Page.

Parameters Tab

These parameters control what you see when you view a Article in full view. Check, uncheck or select from a drop down box as appropriate. In most cases however, you can leave these setting alone and use the Global Values set by the Super Administrator.The following list details each of the parameters:



Show Title
: Show or Hide the Page Title text.

Title Linkable
: Drop down options are: Use Global to use the parameter as defined in the Global Configuration, Show or Hide .

Section Name
: Show or Hide the name of the Section to which the Item belongs.

Section Title Linkable
: Enables you to make the item's section name linkable. Applies only

when the Section Name option is set to Show.

Category Title
: Show or Hide the name of the Category to which each item belongs.

Category Title Linkable
: Enables you to make the item's Category name linkable. Applies only when the Category Name option is set to Show.

For each of the following seven items listed below, you can use the option selected in the Global Configuration settings by selecting Use Global or you can override the setting by selecting Show or Hide . Overriding the settings for items here will not affect the Global Configuration settings and will not affect the settings for other Articles on the web site.

Article Rating
: Show or Hide ratings given to home page items by your site's users.

Author Name
: Show or Hide the names of authors of the item.

Created Date and Time
: Show or Hide the date and time that those item were created.

Modified Date and Time
: Show or Hide the date and time that item were last modified.

PDF Icon
: Show or Hide the button and link to the PDF version of the item.

Print Icon
: Show or Hide the button and link to the printer-friendly format of the item.

E-mail Icon
: Show or Hide the button and link to the page that enables users to email the item to others.

Content Language
: The language of the article.

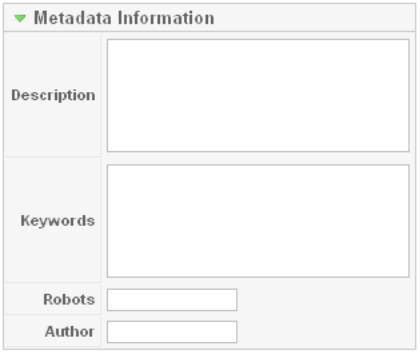
Key Reference
: A text key that the item may be referenced by, like a help reference.

Alternative Read More text
: Alternative Read More text which overwrites the Global Settings for this article

Meta Info Tab

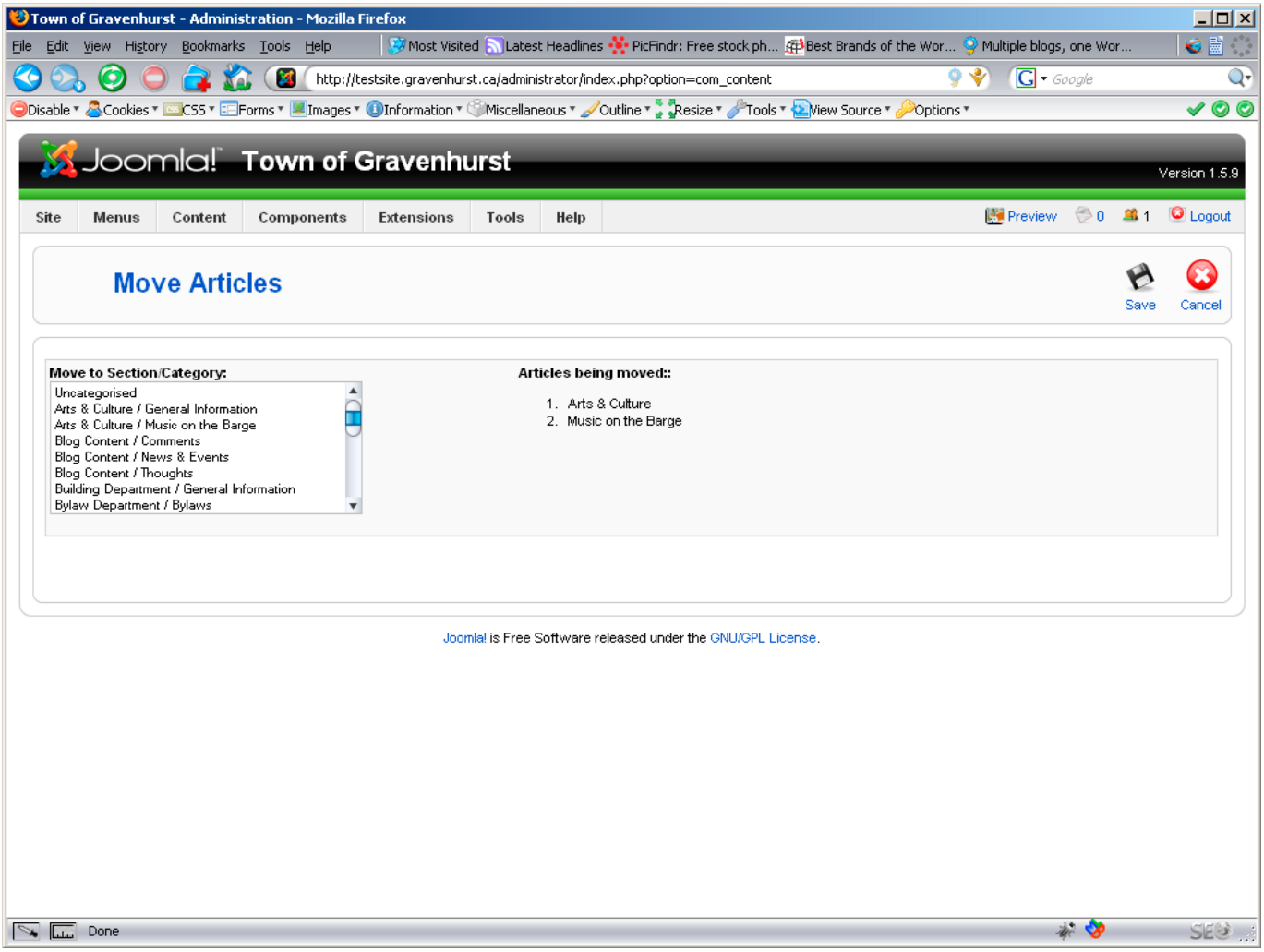
Description
: This information is inserted in the headers of your content. i.e. <head> tag Search engines commonly use it.

Keywords
: These keywords are related to the header information provided for search engines. They also drive the Related Items Module that provides automatic links to other Articles that share the same keyword.



Move an Article

Select the Article(s) to be moved. Click the **Move** button. This displays the Move Items screen.



Select the Section/Category combination to which this Article will be moved.

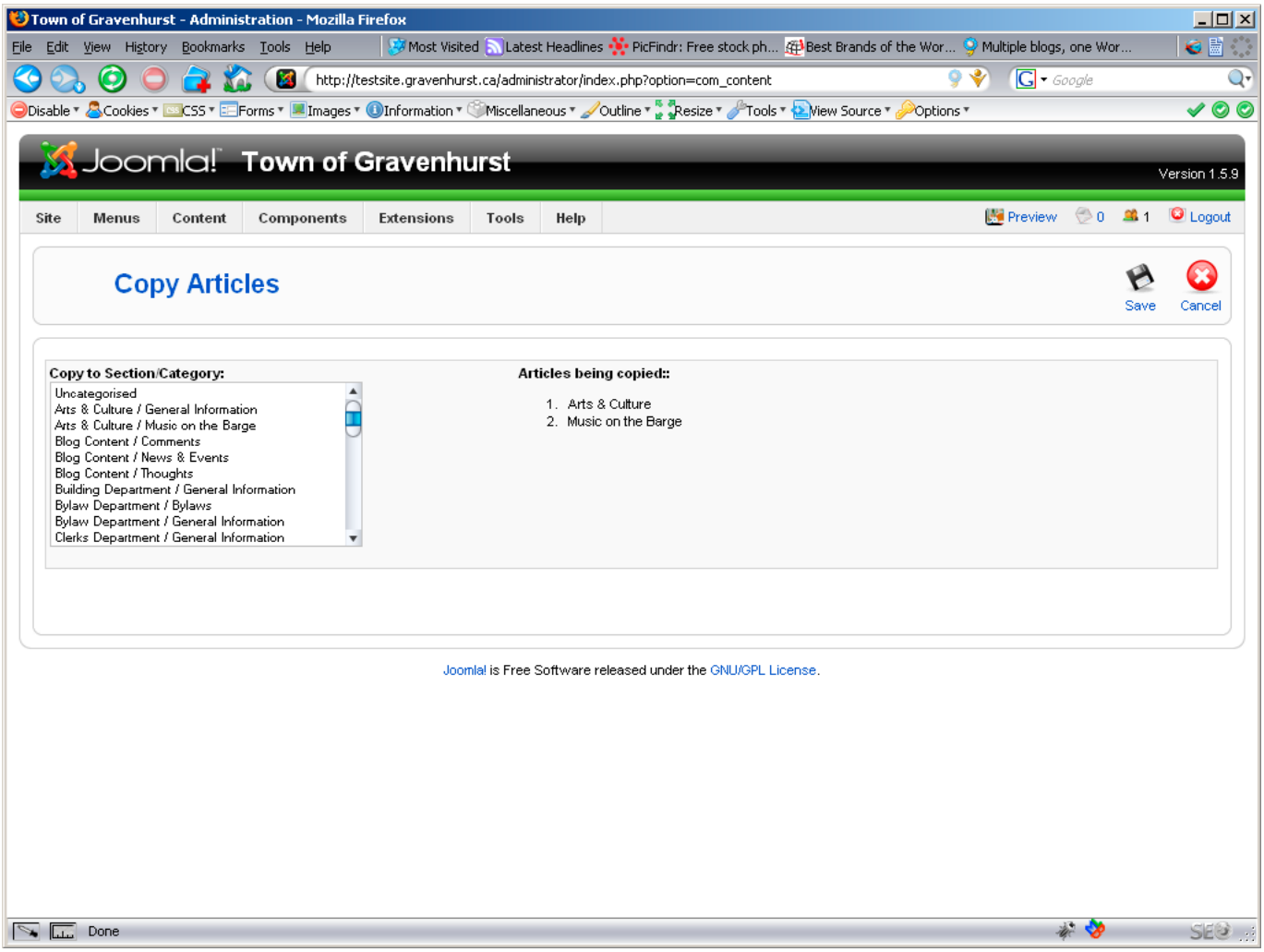
Click the **Save** button.

Copy an Article

Select the Article(s) you wish to copy by using the check box to the left hand side of the Title.

Click the **Copy** button.

The Copy Articles screen will be displayed.



Select the Section/Category combination to which this Article will be copied.

Click the **Save** button.

Delete an Article

Select the Article(s) you wish to delete by using the check box on the left hand side of the Section's name. Click the **Delete** button.

The Are you Sure? dialogue will appear. If you intend deleting the Item click **OK**.

The Item will now be removed from the list and database.

Archive an Article

Select the Article(s) you wish to archive by using the check box on the left hand side of the Article's name. Click the Archive button.

Frontpage Manager

Introduction

First, we will explain the concept of Home page and the Front Page Component in Joomla!, as many people easily confuse these two concepts.

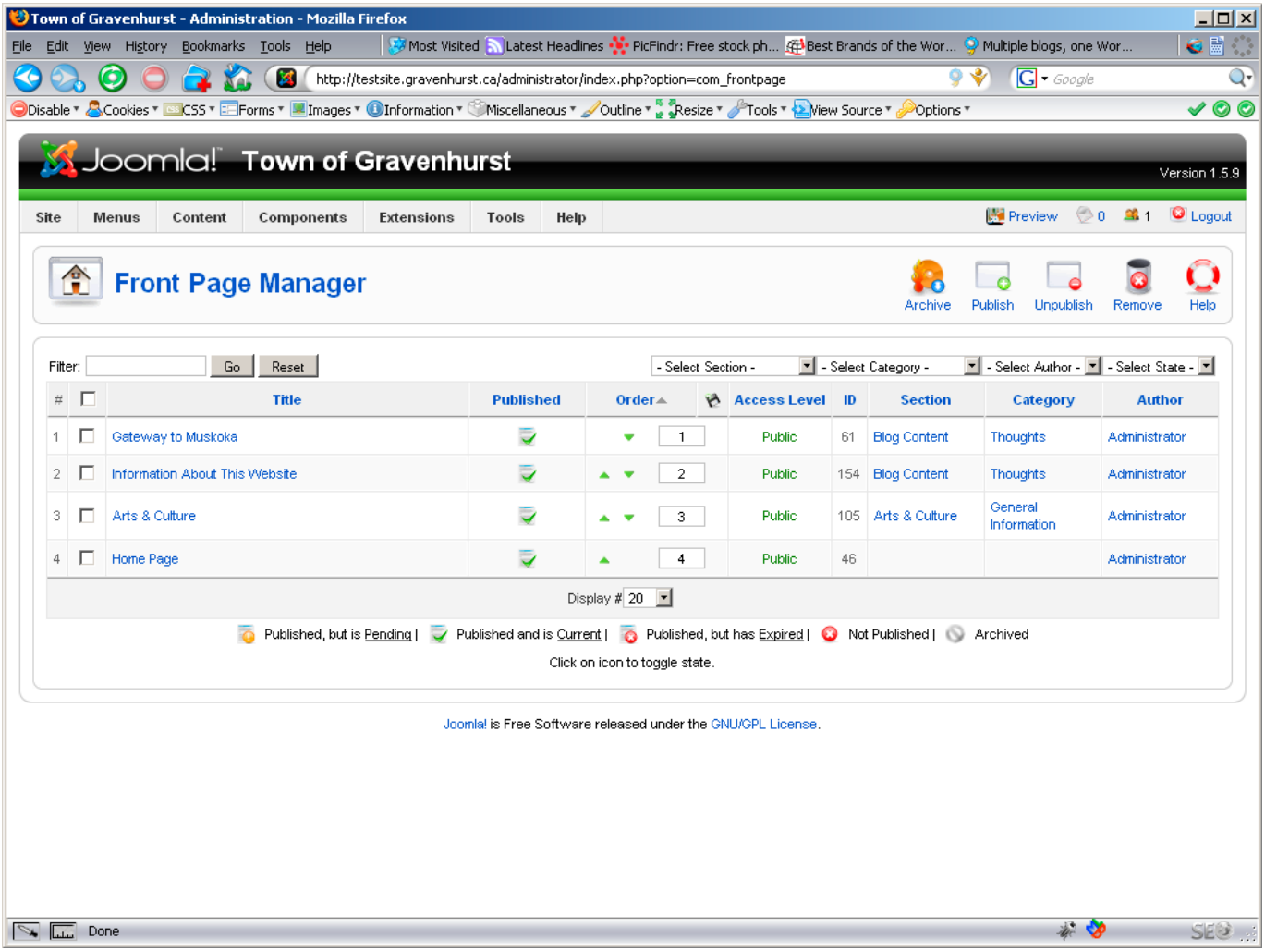
When a visitor types in the URL of your site, http://www.yourdomainname.com (or when they navigate from another site), the Home page is usually the first page they visit.

The Home page itself is the published item located in the mainmenu section of the Menu Manager that is set as Default.

The Frontpage Component publishes content to your homepage (as long as the Frontpage Component is the default Menu Item in your Main Menu). You can assign any Article to the Home page by checking the parameter Show on Frontpage. However, as with any other Component, it may be placed anywhere in your menus.

Access: Select Content > Frontpage Manager.

The Frontpage Manager screen will be displayed.


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_frontpage
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 1 Logout
Front Page Manager
Archive Publish Unpublish Remove Help
Filter: Go Reset
- Select Section - - Select Category - - Select Author - - Select State -
Title Published Order Access Level ID Section Category Author
1 Gateway to Muskoka Public 61 Blog Content Thoughts Administrator
2 Information About This Website Public 154 Blog Content Thoughts Administrator
3 Arts & Culture Public 105 Arts & Culture General Information Administrator
4 Home Page Public 46 Administrator
Display # 20
Published, but is Pending | Published and is Current | Published, but has Expired | Not Published | Archived
Click on icon to toggle state.
Joomla! is Free Software released under the GNU/GPL License.
Done

Toolbar Buttons: Archive, Publish, Unpublish, and Remove are available.

This page shows a list of the Articles assigned to the Front Page Component. You may filter the display by Section, Category, Author, and/or State.

The following information is displayed:

Title
: This is the title of the Articles displayed on the Front Page and is listed within Section and Category.

Published
: This shows whether the item is published or not. Hover over this button to see a summary of the publishing information. Click to change state.

Order
: Click the arrow buttons to move the item up or down in the list. Or enter the list manually in the field provided and click the **Save** button to save the new order.

Access
: This is the user access level for the Article. Click on the Access Level to switch it between Public, Registered, or Special.

Section
: This is the Section associated with the Article. Click the Section title to edit the Section page.

Category
: This is the Category associated with the Article. Click the Category title to edit the Category page.

Author
: This shows the name of the author of the Content. If the author's name is displayed in red, click to edit the author's information.

Remove a Frontpage Item

To remove a Frontpage Item:

- Check the checkbox by the side of the Article you want to remove.
- Click the **Remove** button.

Chapter 7: Accessing Functions from the Back-End: Administrator

Introduction

The Administrator has all the Front-End access privileges of a Publisher. In addition, they have the following Back-End privileges as well as those of the Manager, which are covered in detail in this chapter:

- Managing Users
- Managing Menus
- Managing Components
- Managing Modules
- Managing Plugins

As with the Manager, the Administrator will not have all menu and sub-menu options available.

Further Information: Appendix B – Back-End Menu Options

Manage Users

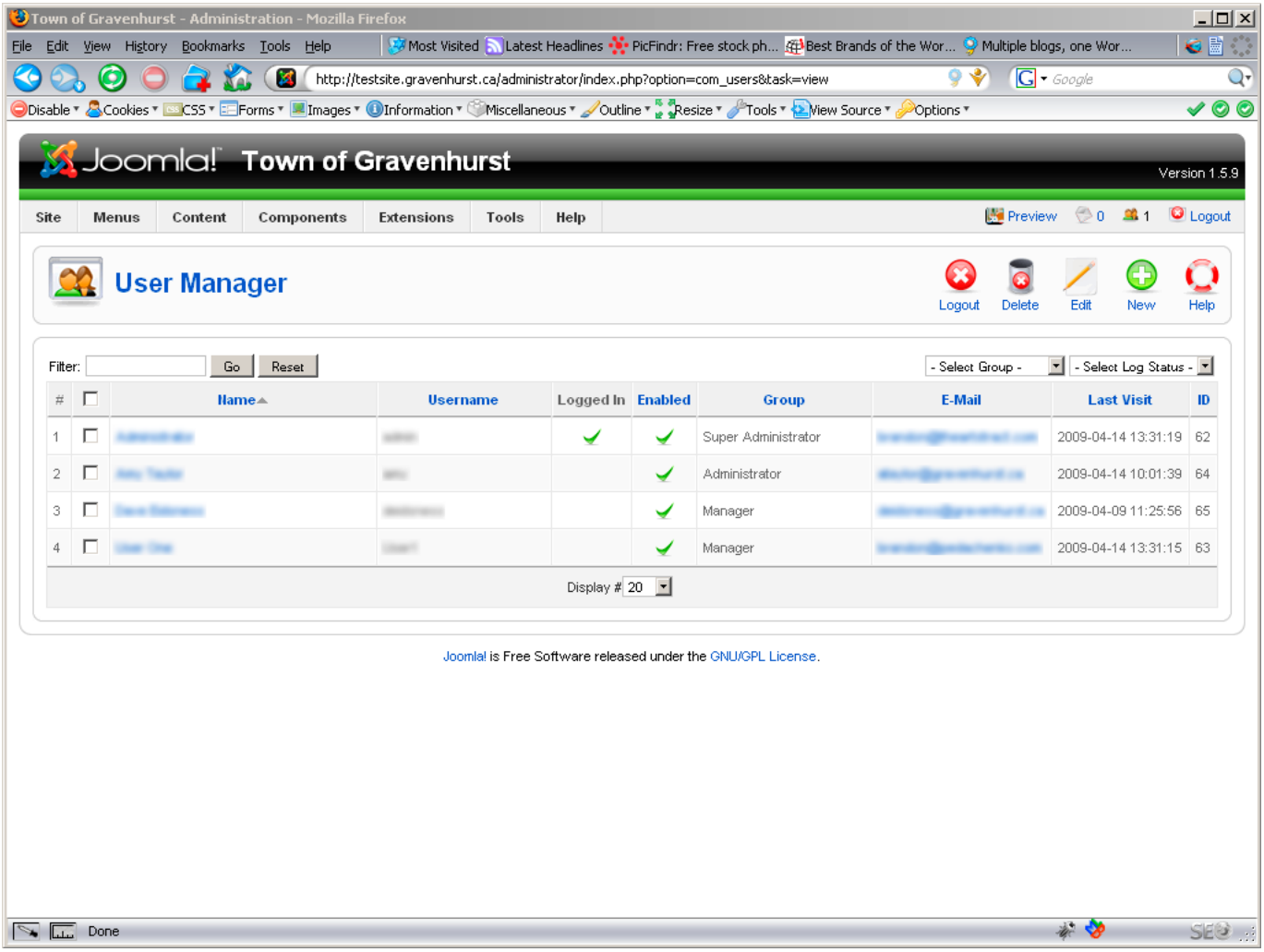
In Chapter 3: Joomla! Users, we outlined the various access levels offered by Joomla! This section deals with the creation of users from the Back-End. The Table below illustrates the permissions at each Access Level.

	Create User	***Delete Users***	***Edit User***	***Change Access Level***
Super Administrator	✓	✓	✓	✓
Administrator	✓	✓	✓	✓ (See Note)
Manager	✓	✓	✓	✓ (See Note)
Publisher				
Editor				
Author				
Registered	✓ (self only if enabled)			

Note: Managers and Administrators may only maintain users up to their level. Registered users may only maintain their own account.

Access: Select Site > User Manager.

This will display the User Manager screen.



Toolbar Buttons: Logout, Delete, Edit, and New are available.

The following information is displayed:

Name
: The name by which the User is known.

Username
: The name the User uses to login.

Logged In
: Indicates whether logged in or not.

Enabled
: Indicates whether enabled or not.

Group
: Indicates which Group the User belongs to, e.g. Author, Manager, etc.

E-Mail
: A valid e-mail address.

Last Visit
: The date and time the User was last logged on.

ID

The unique User ID held in the database.

Other functions available on this screen:

Filter

You may enter text in the Filter box to refine the list based on whether the text is found in the name. Type in any text and press the Tab key.

Group

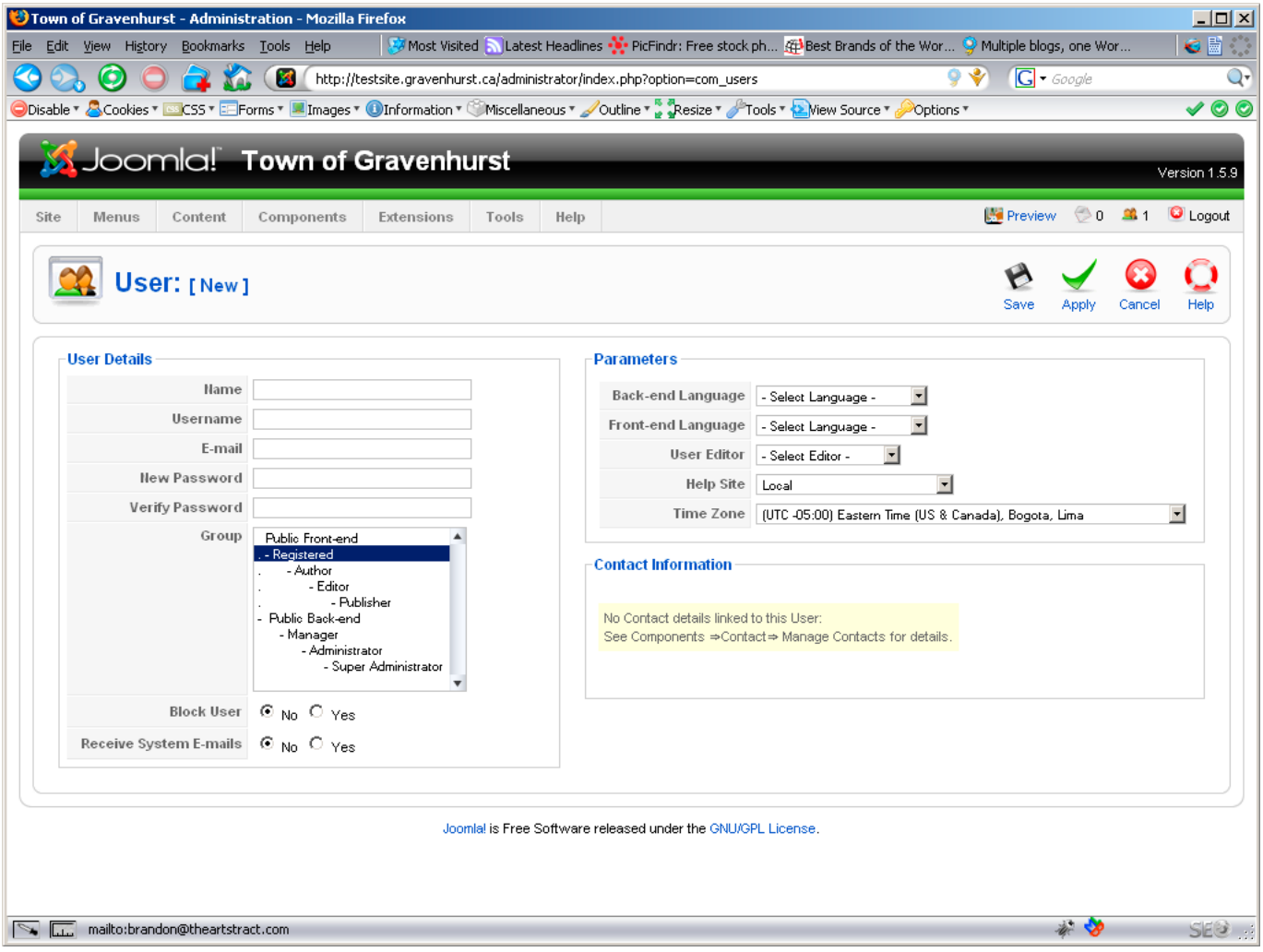
You may also limit the list to a particular group

Log Status

You may also limit the list by the log status by selecting one, or more, combinations from the drop down boxes.

Create a User

To create a New User, click the New Button. This will display the User: Add screen.



Name
: The 'real' name of the user

Username
: The name by which they will be identified when logged on to the site.

E-mail address
: A valid e-mail address. Validation can be utilised by requiring a confirmatory e-mail to be sent and a special activation link followed back to the site by the user.

New Password
: A password – ideally a mixture of numbers, letters, and symbols.

Verify Password
: The re-typing of the password to ensure accuracy.

Group
: Select the Group to which the User is to be assigned from the stated options.

Block User
: Options: Yes or No. Allows the administrator the chance to block this user and prevent logging in.

Receive System Emails
: Determines if this user receives emails with website system status.

Back-End Language
: The language used by the user in the back-end (administrator) area. Ignore to use Global Configuration.

Front-End Language
: The language used by the user on the front-end of the website. Ignore to use Global Configuration.

User Editor
: Determines what text editor the user will use. Ignore to use Global Configuration.

Help Site
: The site the user will see when they click a help button.

Time Zone
: The users time zone.

Click the **Save** button.

Delete a User

You can delete a User from the User Manager screen using the select box by the side of the Name and then clicking the **Delete** button.

Logout a User

You can force a logout of a User by using selecting the radio button beside the Name and then clicking the **Logout** button.

Manage Menus

Navigation and access to content in your web site is made possible using menus.

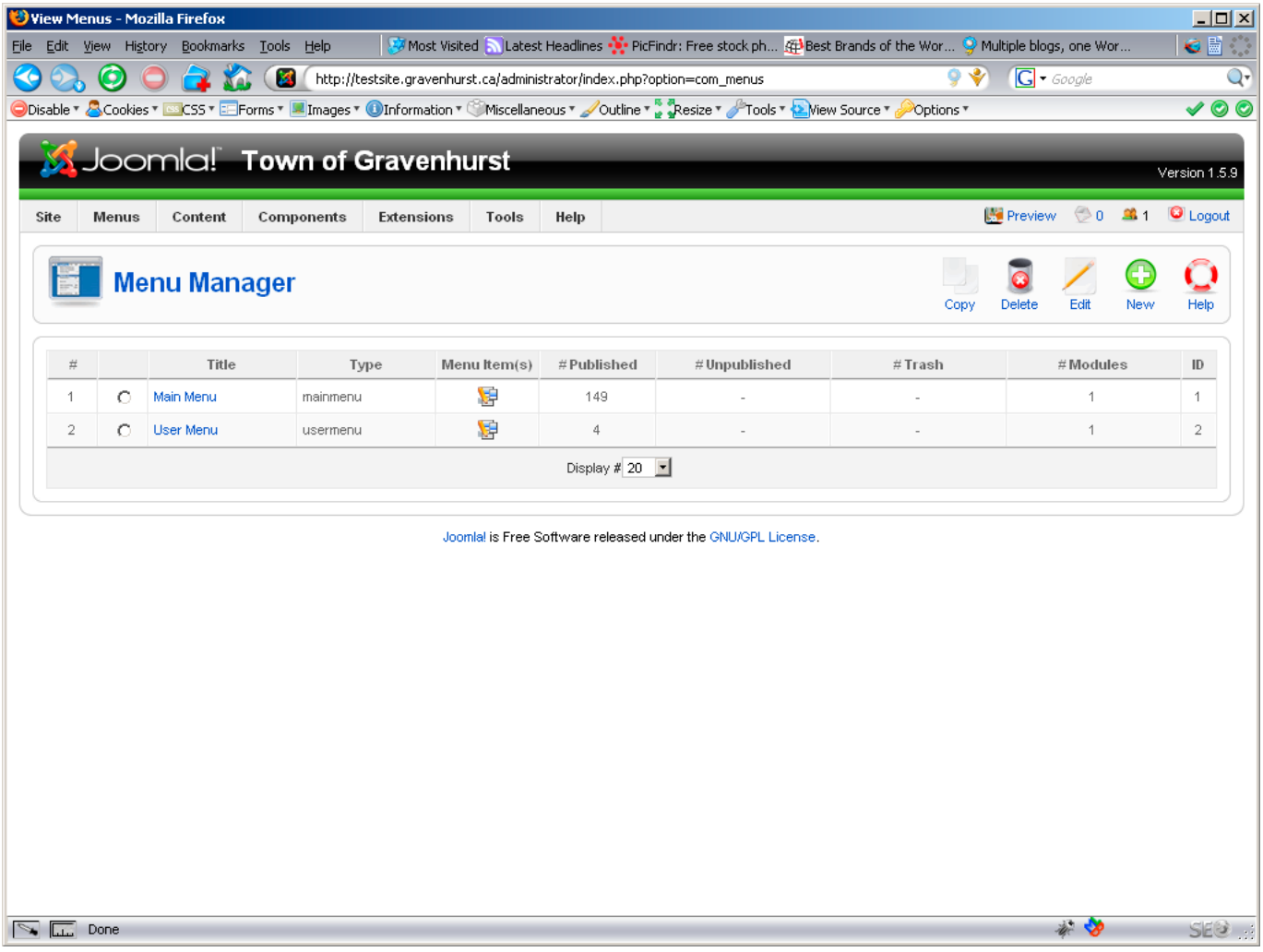
Menus in Joomla! are groups of links to Sections, Categories, Articles, Components, or external pages. These links are called Menu Items.

Each menu must have an identification name, which is only used internally by Joomla! A menu only becomes visible on a site if it has a published mod_mainmenu Module, which references it. A menu may have multiple mod_mainmenu Modules referencing it.

By default, you should find the following menus available, mainmenu, othermenu, topmenu, and usermenu under the Menu option.

Access: Select Menus > Menu Manager.

This will display the Menu Manager screen.



Toolbar Buttons: Copy, Delete, Edit, and New are available.

The following information is displayed:

Title
: The 'English' name of the menu

Type
: This is the identification name used by Joomla! to identify this menu within the code. It must be unique. It is recommended to use no space within this name. For example, in the core Joomla!, the User Menu's Menu Name is usermenu and the Main Menu's Menu Name is mainmenu.

Menu Items
: Click on the Menu Item button to access the menu items on the Menu Manager [menu name] screen.

#Published
: The number of Menu Items published.

#Unpublished
: The number of Menu Items unpublished.

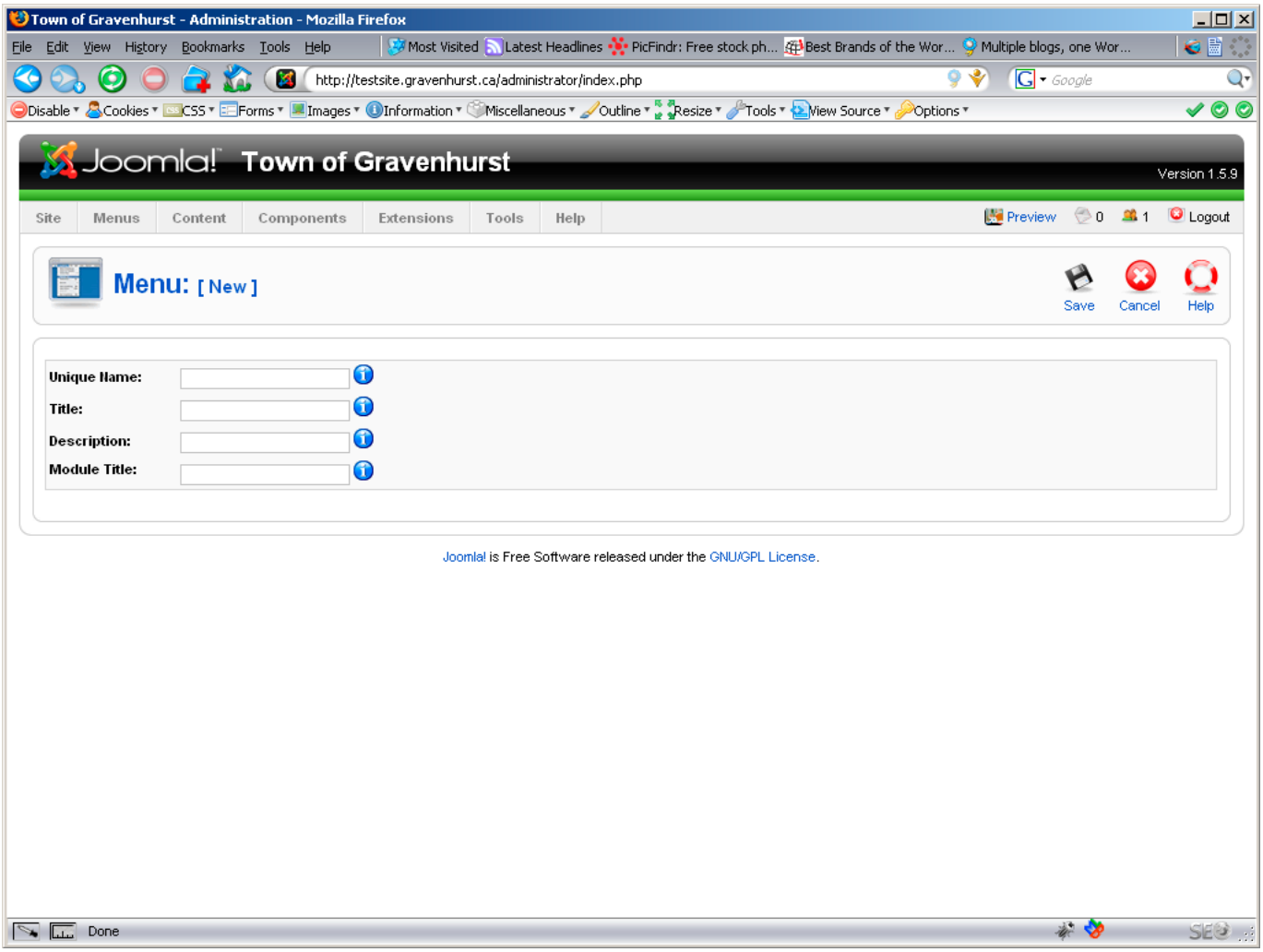
#Trash
: The number of Menu Items trashed.

#Modules
: This is the number of Menu Modules associated to the Menu Name.

Create a New Menu

Click the **New** button.

The Menu Details screen will be displayed.



Unique Name
: This is the name that Joomla! will use to identify this menu in the database. It must be unique. There should be no spaces in the name.

Title
: The 'English' name of the Menu

Description
: A description of the menu (optional).

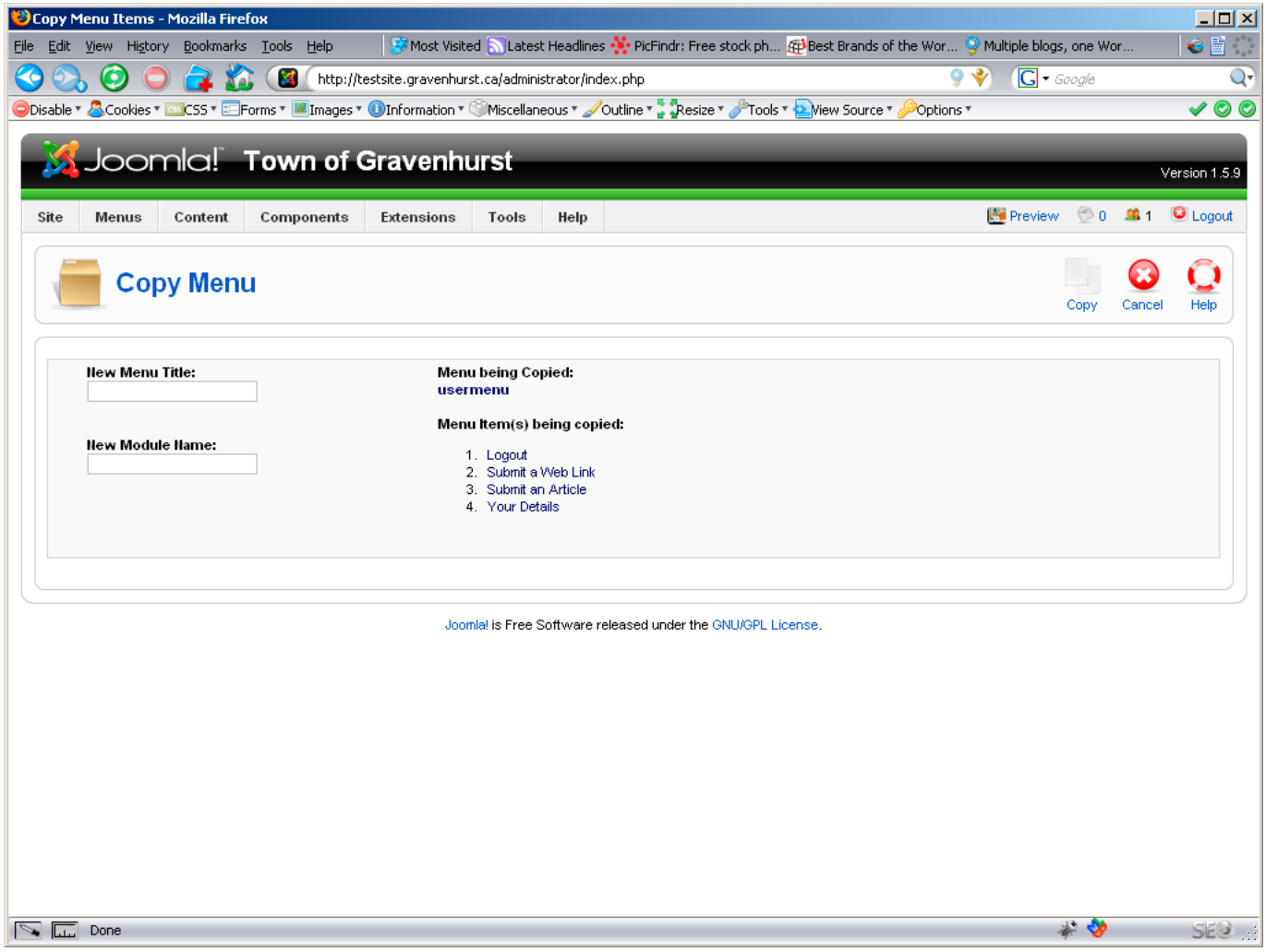
Module Title
: This is the name given to the new mod_mainmenu Module, which is automatically created when you save this menu. It is also the Name of the menu, as it will appear on the Module header if you choose to publish it. This may be changed in the future when editing the Module.

Click the **Save** button.

Your new menu appears in the Menu Manager list.

Copy a Menu

Select the radio button next to the Menu Name you want to copy. Then, click the **Copy** button in the toolbar. This displays the Copy Menu screen.



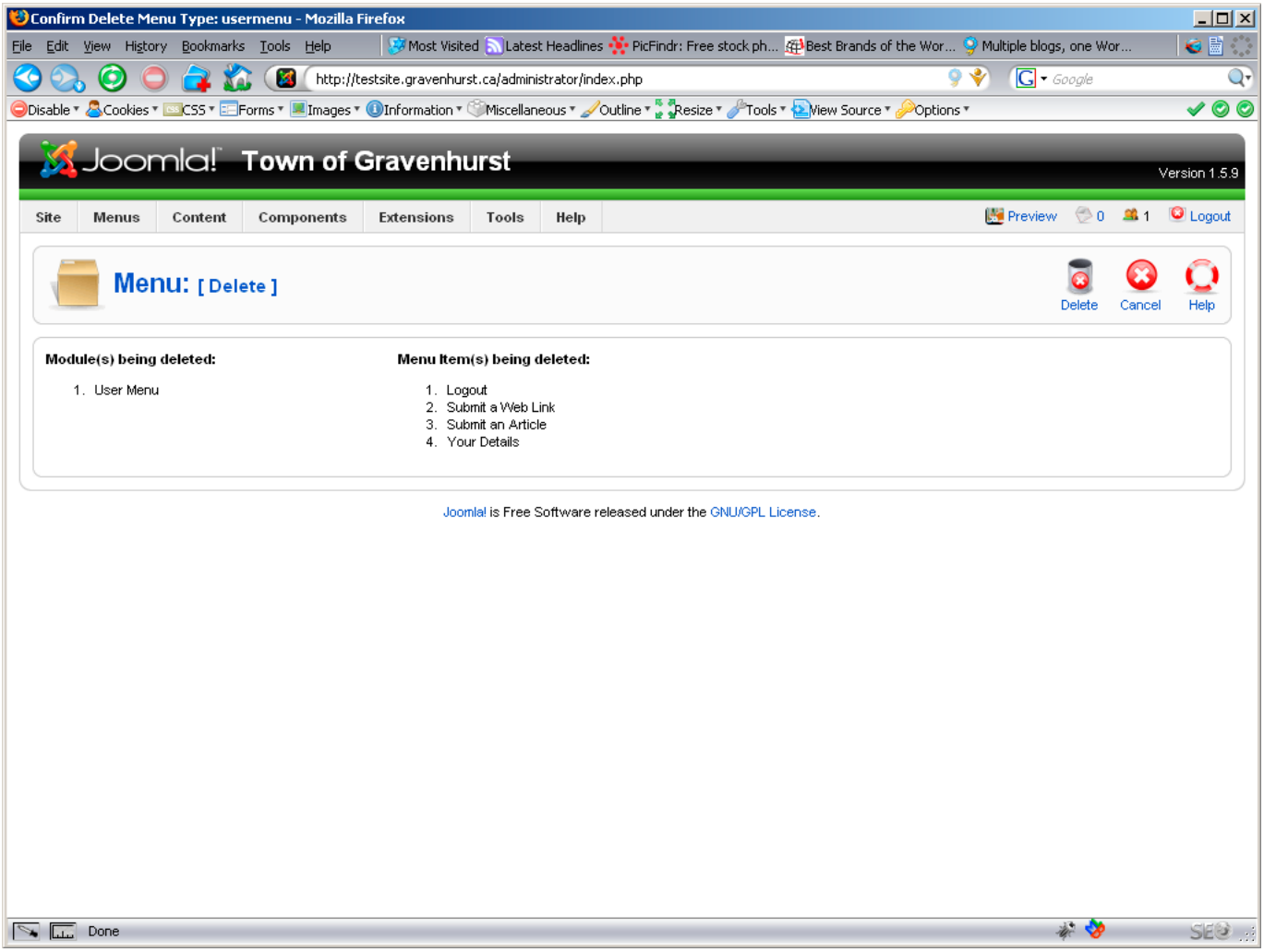
A Copy Page, with the same fields as in Create New Menu is displayed. It will also state the name of the Menu being copied and a list of the Menu Items associated to the menu being copied. Fill in the fields as in the create New Menu screen.

Enter a new Menu Title and Module Name.

This will duplicate the menu. You may copy any of your menus. Copying will create a new Menu Name, containing the same Menu Items as the menu copied, associated to a new Menu Module.

Delete a Menu

Select the radio button next to the Menu Name you want to delete. Then, click the **Delete** button in the toolbar. The Delete Menu: menuname screen will be displayed.



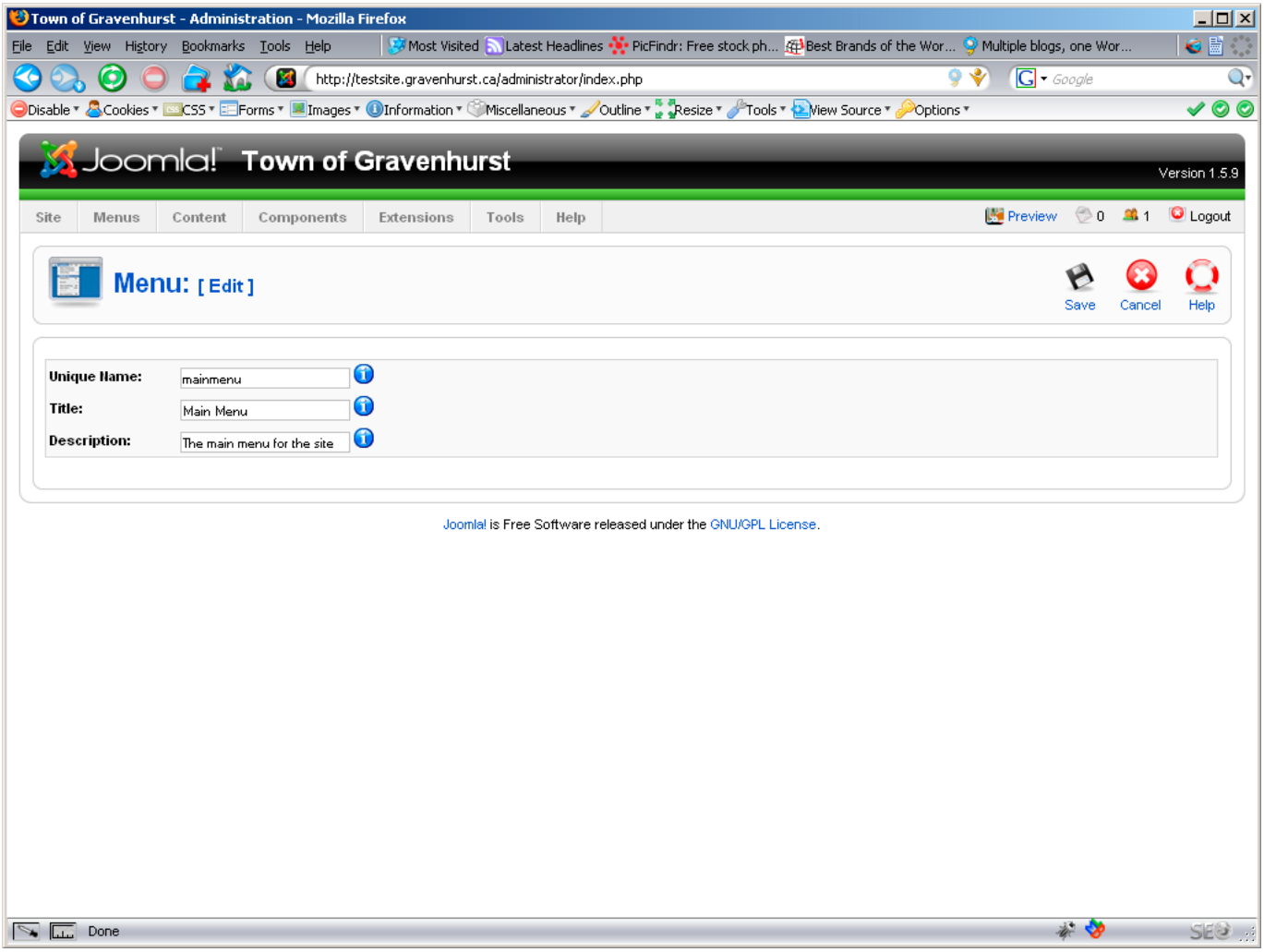
It shows the Module(s) to be deleted (the mod_mainmenu Modules associated to this Menu) and the Menu Items to be deleted.

Click the **Delete** button surrounded by a dotted line. This will delete this Menu, all of its Menu Items, and all of the Modules associated with it.

A JavaScript alert popup box gives you the choice to **OK** or to **Cancel** this action.

Edit a Menu

Select the radio button next to the Menu Name you want to edit. Click the **Edit** button. The Menu Details screen will be displayed.



You can edit the Unique Name, Title, and Description on this screen.

Manage Extensions

Introduction

Extensions are add-on elements to the Joomla! core that provide specific functionality.

Members of the Joomla! community produce third party Joomla! Extensions on a continuous basis. Look at http://extensions.joomla.org/ or http://developer.joomla.org for a listing of available Extension downloads or check the special forums.

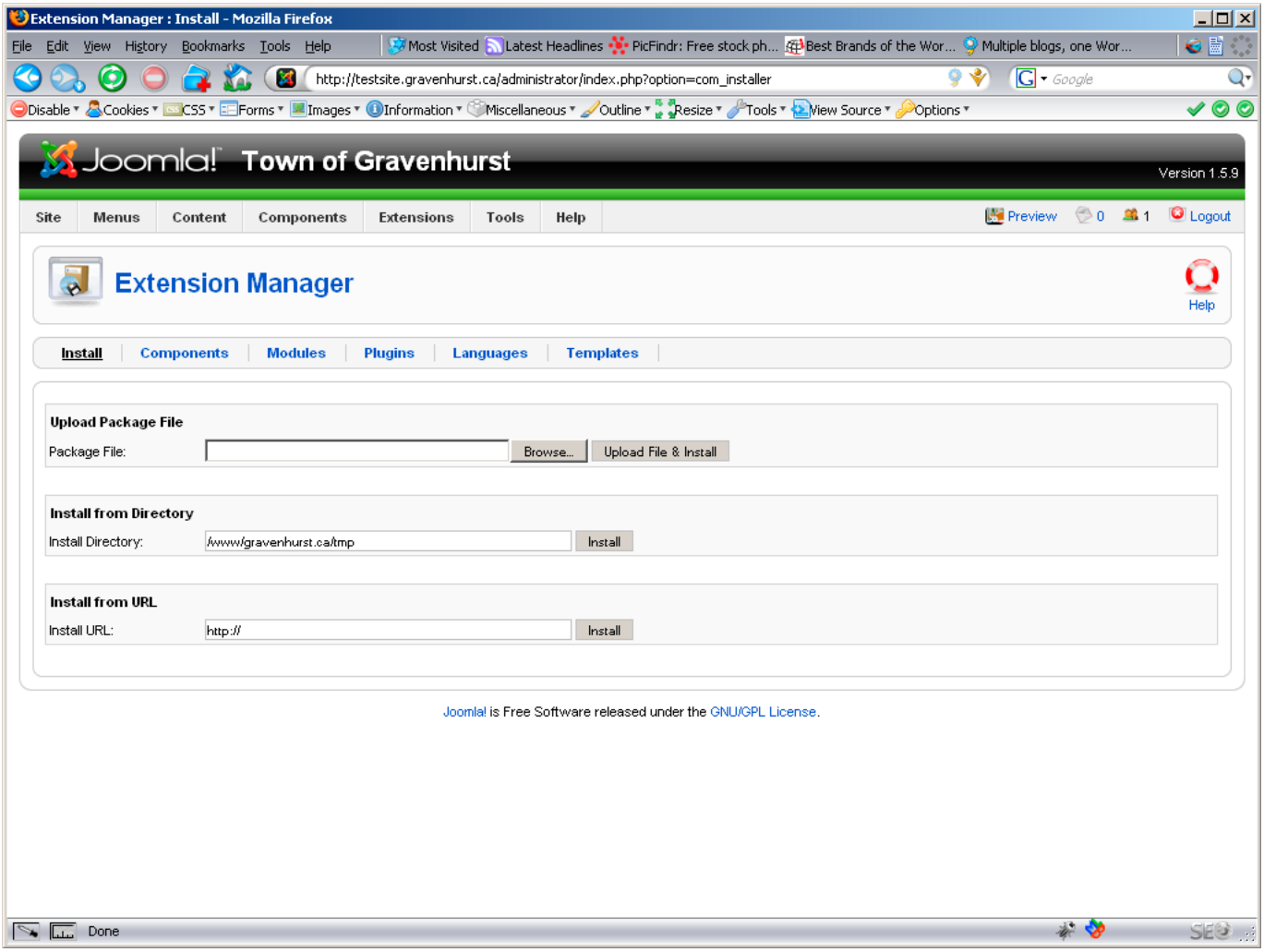
In this section, we will look at:

- The core Extensions that come with the Joomla! installation.
- How they are configured and used.
- Installing and deleting an Extension.

Install an Extension

Access: Select Extensions > Install/Uninstall

The Install new Extension screen will be displayed.



This screen has six tabs. The first is used to install a comonent, module, plugin, language, or template. The remaining five tabs are used to manage each type of extension.

There are three methods for installing a Module:

The first method of installing is to upload a zipped package file that will be automatically installed to your server. Click Browse... to go to the location of the Component zip file on your local computer. Once identified select the file and click Open. The name and location of the file will be displayed in the Package File: box. Then click the Upload File & Install button. If all goes well you will transfer to a new screen confirming Success.

The second method is to upload an unpacked archive to your host's server. Type the location of this file (it must be the absolute location) then click the Install button.

The third method is similar to the second, but uses an address on another server.

Uninstall an Extension

Access: Select Extensions > Install/Uninstall

Click on the tab for the type of extension you wish to uninstall.

Tick the box next to the Extension you want to uninstall and then click the **Delete** button. A dialogue alert will show: Are you sure, you want to delete selected items?

Click **OK**. The page will reload displaying the word Success.

Manage Components

Banners

This Component allows you to display banners in rotation on your site. It also allows some advanced features such as impressions management and custom code.

Banners can be displayed on your web site by simply publishing the banner once it has been created through the process below. Their location is dependent upon the template being used for your site.

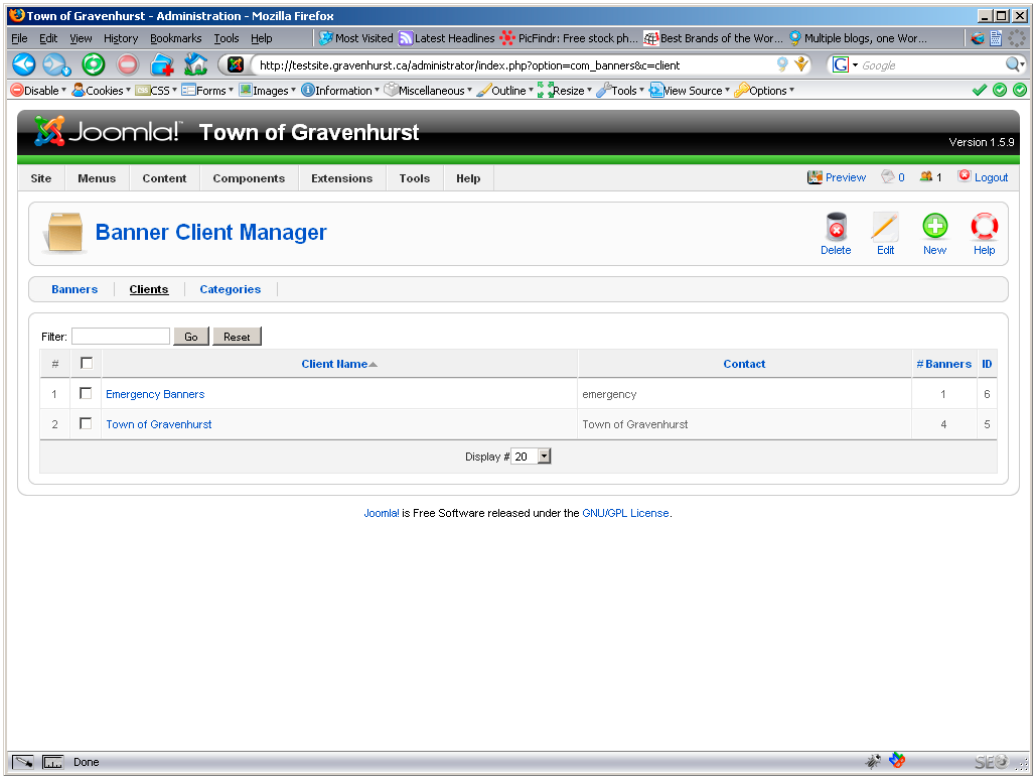
The Banner Component consists of three options, Manage Clients, Manage Categories and Manager Banners.

Manage Clients

Before you can set up a banner, you must have a client.

Access: Select Components > Banners > Manage Clients.

The Banner Client Manager screen will be displayed.

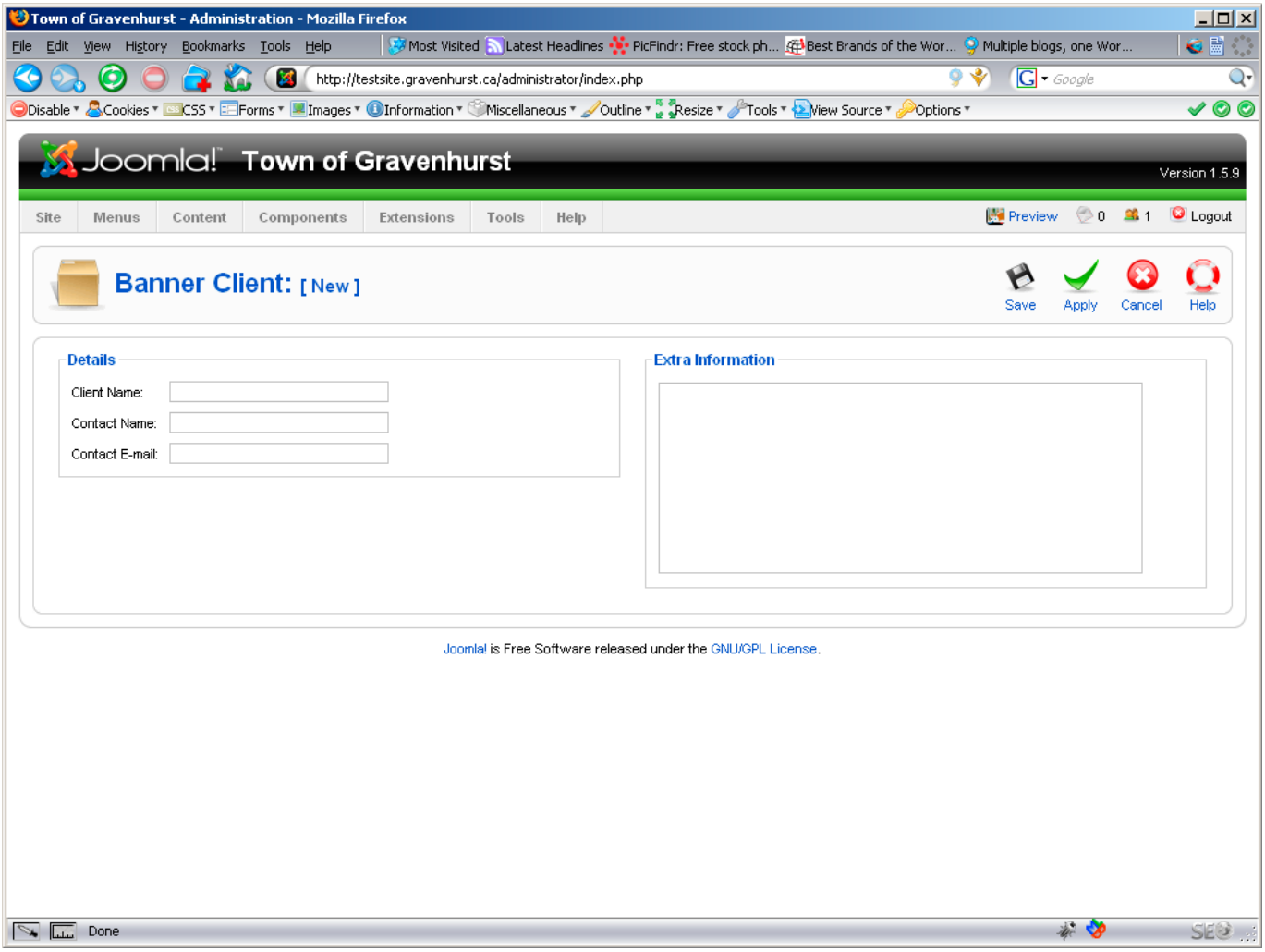


Toolbar Buttons: Delete, Edit, and New are available.

Create a Banner Client

To add a new client, click the **New** button.

The Banner Client: New screen will be displayed.



Toolbar Buttons: Save and Cancel are available.

Complete the Client Name, Contact Name, Contact E-mail and, optionally, Extra Info.

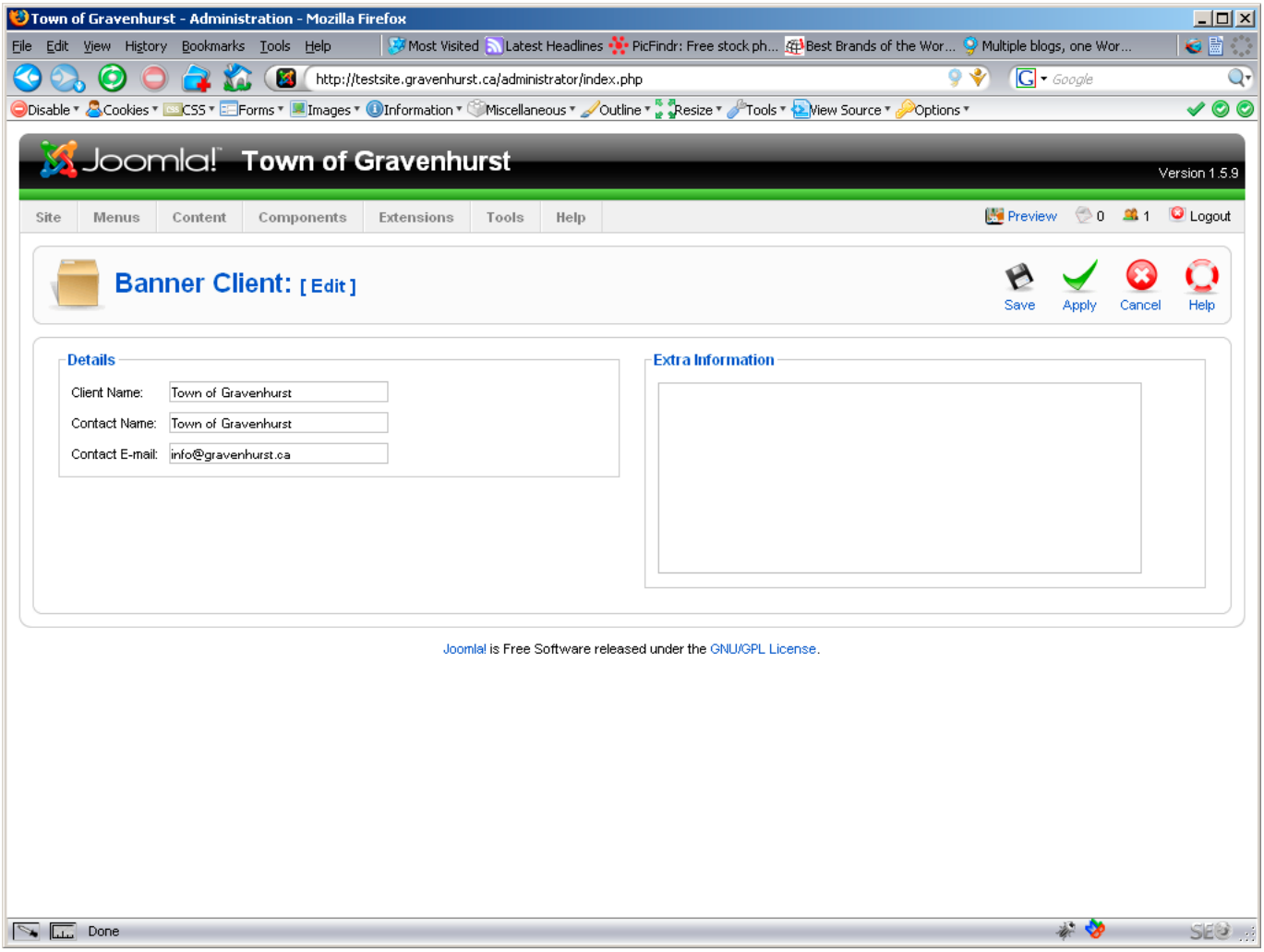
Click the **Save** button

The new client will be added to the Banner Client Manager list.

Edit a Banner Client

To edit a client's details, click the client's name in the Banner Client Manager list.

The Banner Client: Edit screen will be displayed.



Toolbar Buttons: Save, Apply and Cancel are available.

Change the Client Name, Contact Name, Contact E-mail, or Extra Info as required.

Click the **Save** button.

Screen returns to Banner Manager.

Delete a Banner Client

In the Banner Client Manager, Select the checkbox next to the Banner Client you wish to delete and click the **Delete** button.

A pop up will ask whether You are sure you want to delete selected items?

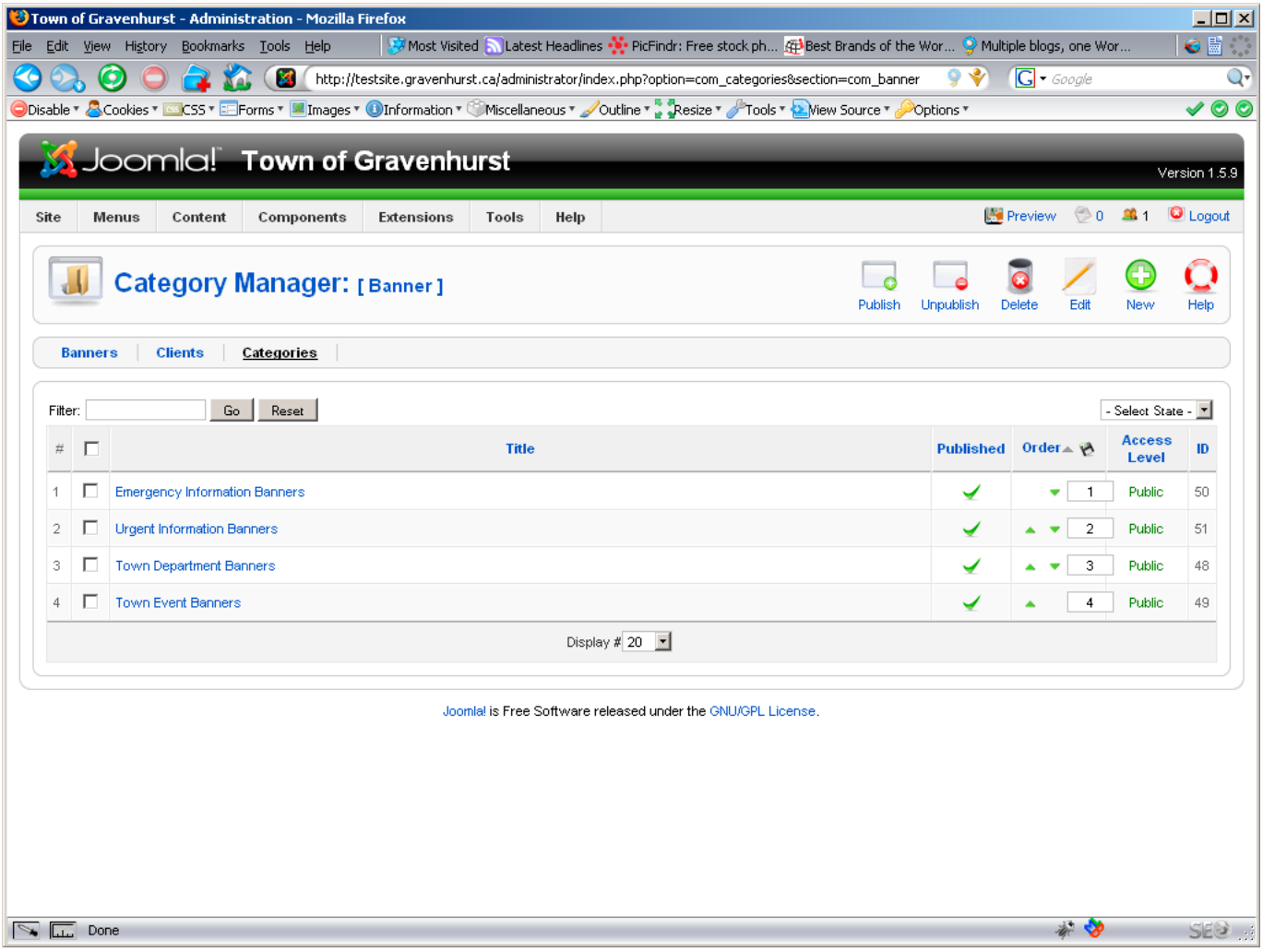
If you are sure, then click **OK** if not click **Cancel**.

Manage Categories

Before you can set up a banner, you must have a category.

> Access: Select Components > Banners > Manage Categories.

The Banner Category Manager screen will be displayed.



Toolbar Buttons: Delete, Edit, and New are available.

Create a Banner Category

To add a new category, click the **New** button.

The Banner Category: New screen will be displayed.

Toolbar Buttons: Save and Cancel are available.

Complete the Title, Published, Category Order, Access Level, Image, and, optionally, Description.

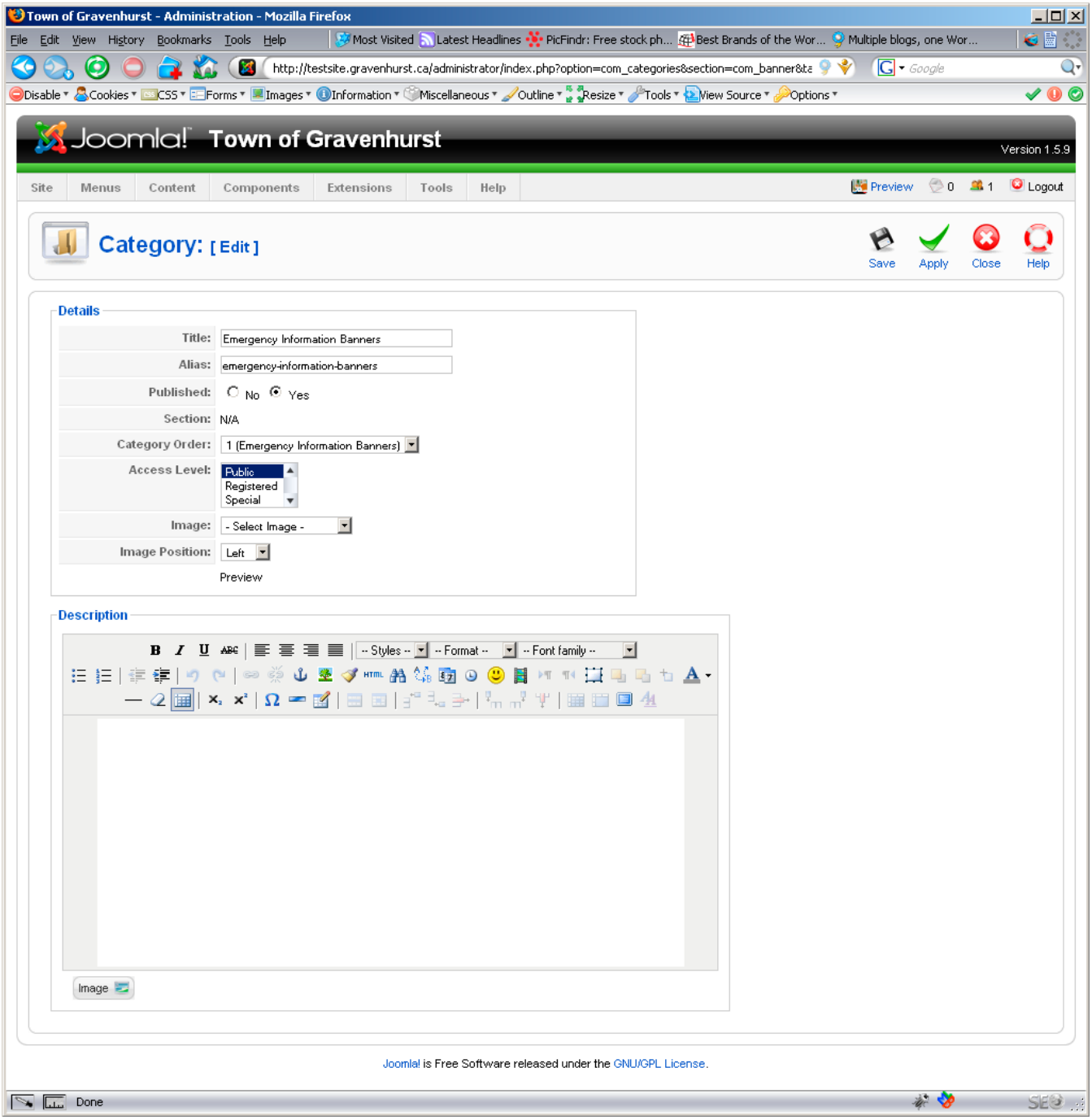
Click the **Save** button

The new category will be added to the Banner Category Manager list.

Edit a Banner Client

To edit a category's details, click the category's name in the Banner Category Manager list.

The Banner Category: Edit screen will be displayed.



Toolbar Buttons: Save, Apply and Cancel are available.

Change the Title, Published, Category Order, Access Level, Image, and Description as required.

Click the **Save** button.

Screen returns to Banner Manager.

Delete a Banner Category

In the Banner Category Manager, Select the checkbox next to the Banner Category you wish to delete and click the **Delete** button.

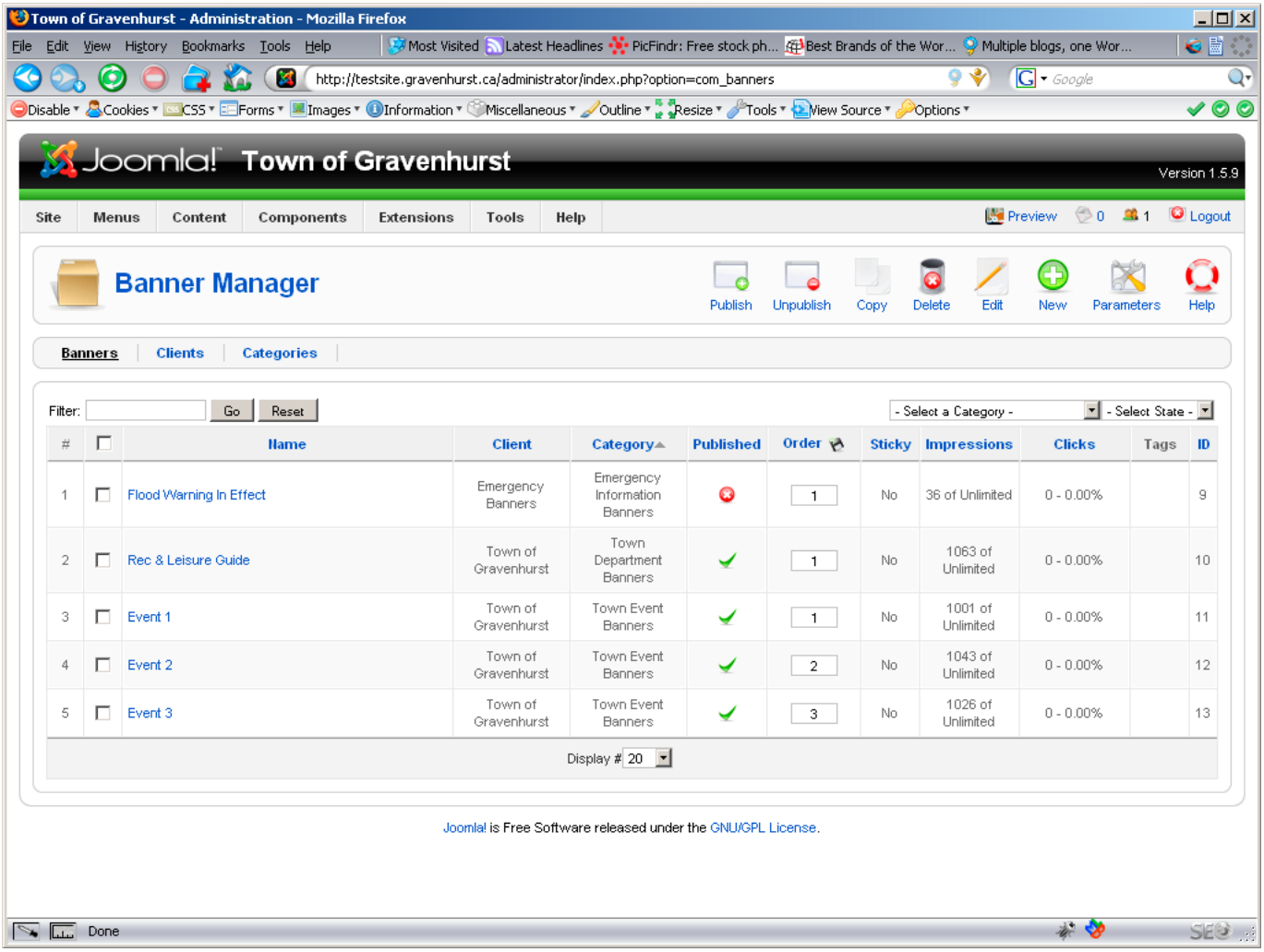
A pop up will ask whether You are sure you want to delete selected items?

If you are sure, then click **OK** if not click **Cancel**.

Manage Banners

Access: Select Components > Banners > Manage Banners.

The Banner Manager screen will be displayed.


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_banners
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 1 Logout
Banner Manager
Publish Unpublish Copy Delete Edit New Parameters Help
Banners Clients Categories
Filter: Go Reset
- Select a Category - - Select State -
Name Client Category Published Order Sticky Impressions Clicks Tags ID
1 Flood Warning In Effect Emergency Banners Emergency Information Banners 1 No 36 of Unlimited 0 - 0.00% 9
2 Rec & Leisure Guide Town of Gravenhurst Town Department Banners 1 No 1063 of Unlimited 0 - 0.00% 10
3 Event 1 Town of Gravenhurst Town Event Banners 1 No 1001 of Unlimited 0 - 0.00% 11
4 Event 2 Town of Gravenhurst Town Event Banners 2 No 1043 of Unlimited 0 - 0.00% 12
5 Event 3 Town of Gravenhurst Town Event Banners 3 No 1026 of Unlimited 0 - 0.00% 13
Display # 20
Joomla! is Free Software released under the GNU/GPL License.
Done

The Banner Manager details a list of all the banners available to be displayed.

Toolbar Buttons: Upload (images), Publish, Unpublish, Delete, Edit, and New are available.

The display shows the following information:

Name
: The name of the banner – usually associated with the client or image that associated with the banner. Click on the name or select the checkbox next to the name and click the Edit button to access the settings for the banner.

Client
: The client this banner is associated with.

Category
: The category this banner is in.

Published
: The status of the banner. Click on the image to either publish or un-publish the banner.

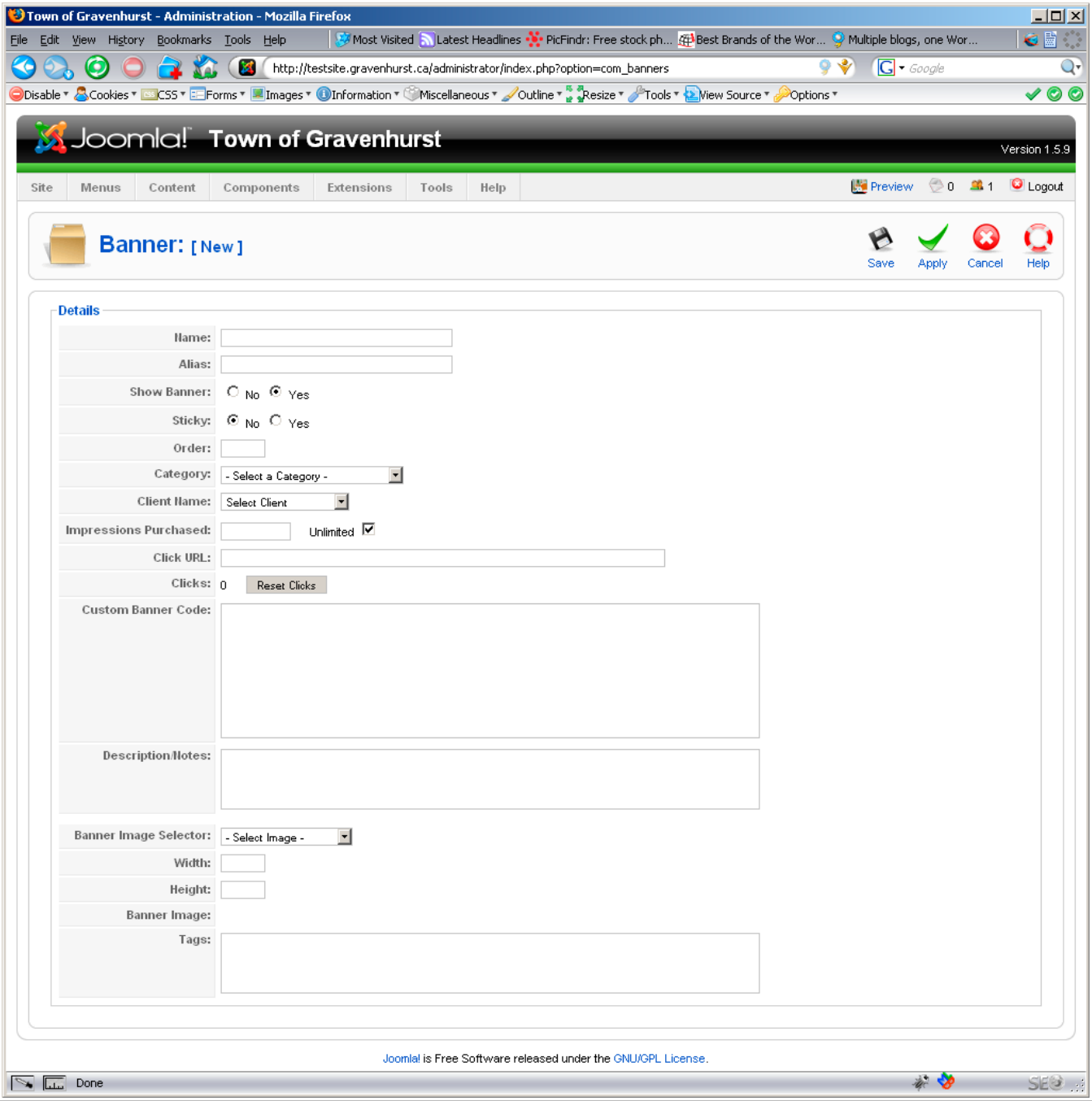
Order
: The order of priority of the banners

Impressions
: The number of times the banner has been displayed and the total number of impression aloted this banner.

Clicks
: The number of times the banner has been clicked to access the underlying URL and the number of clicks as a percentage of the impressions for that banner.

Create a New Banner

To create a new banner, click the **New** button. The Banner: New screen will be displayed.



Toolbar Buttons: Upload (images), Save and Cancel are available.

Complete the following fields:

Name
: Enter the name of the Banner, as it will appear in the Banner Manager.

Show Banner
: Choose whether to publish the banner or not. Select Yes or No

Client Name
: Select the name of the assigned client from the drop down menu.

Category
: Select the category from the drop down menu.

Impressions Purchased
: Input the number of times to display this banner or check the box for unlimited.

Click URL
: Enter the full URL of the page that should open when the banner is clicked on.

Clicks
: Records the number of times the banner has been clicked. Click the Reset Clicks button to reset the number to zero.

Custom banner code
: You may enter here some code (See Developer's Manual for more information).

Description / Notes
: Optional additional information about the banner.

Banner Image Selector
: Select the image to be displayed.

Banner Image
: The image selected under Banner Image Selector is displayed here for your convenience and verification.

Click the **Save** button.

Delete a Banner

To delete a banner select the checkbox next to the banner that you intend to delete and click the Delete button. There will be a pop up challenge as to whether you are sure this is what you intend click OK to confirm or Cancel to stop the deletion.

Edit a Banner

To edit a banner select the checkbox next to the banner that you wish to edit and click the Edit button.

Edit the Options/Details as necessary.

Click **Save** to accept changes or **Cancel** to reject changes. You will be returned to the Banner Manager.

Upload New Banner Images

To upload new banner images add them to the images/banners folder using the Media Manager.

> Further Information: Chapter 6: Accessing Functions from the BBack-End: Manager > Media Manager

Polls

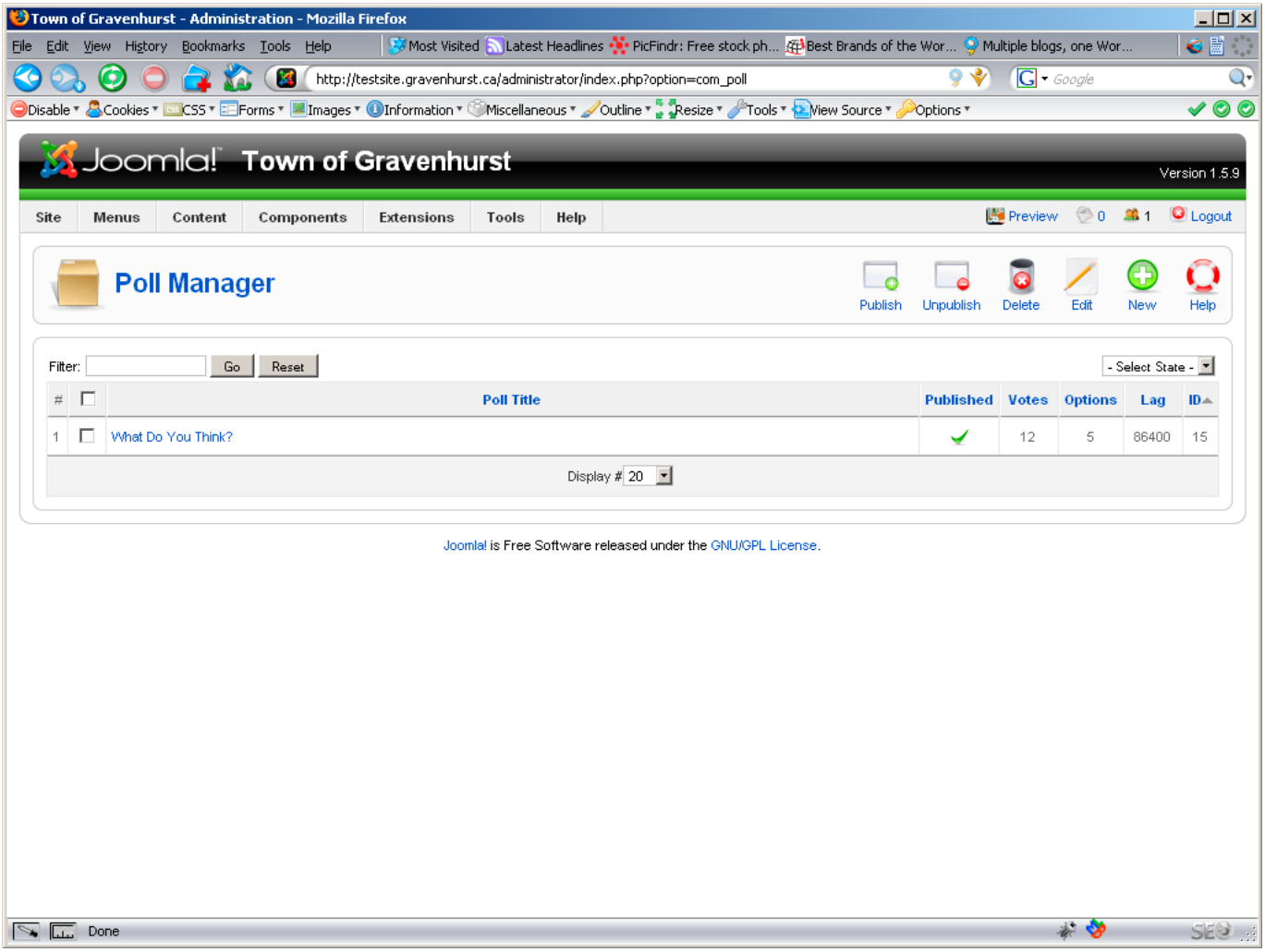
This Component allows you to manage and create different polls for your visitors. The questions you ask can be useful for information purposes.

After publishing the poll, you need to activate the Polls Module. You can choose where you would like the poll to be published and on which page. The Module will also provide a link to show the results of your poll.

> Access: Select Components > Polls.

The Poll Manager screen will be displayed.

Toolbar Buttons: Publish, Unpublish, Delete, Edit and New are available.



The following information is displayed:

Poll Title
: This is the name of the poll. If you click on this name, you may edit the related parameters.

Published
: This shows whether the poll is published. Click the Published button to toggle the state of the poll.

Votes
: The total number of votes cast

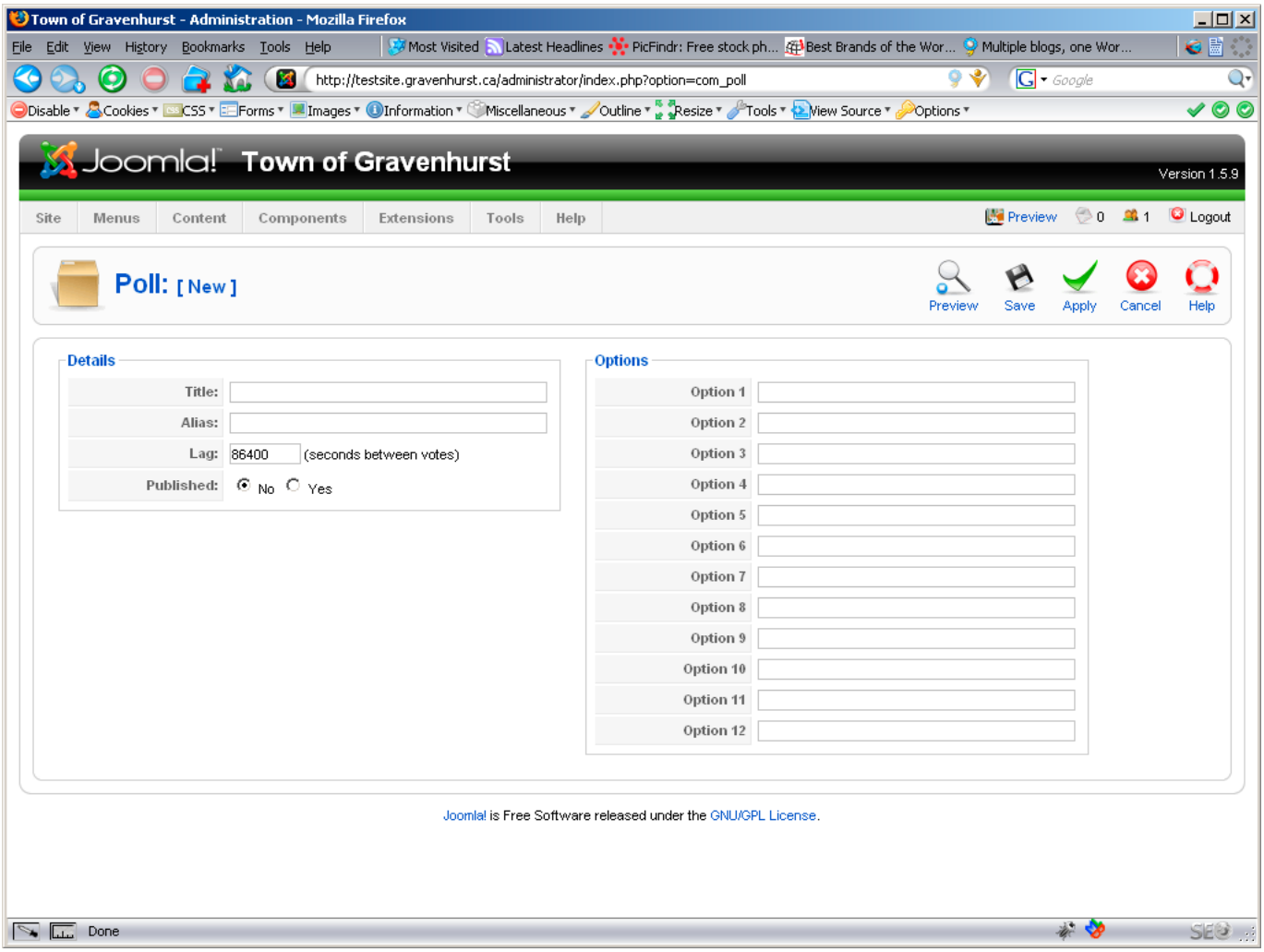
Options
: This is the number of options in the poll.

Lag
: Time in seconds between votes of the same user for the same poll.

Create a New Poll

Click the **New** button. The Poll: New screen will be displayed.

Toolbar Buttons: Save and Cancel are available.



Complete the following fields:

Title
: Type here the title question of the poll as it will appear on your site (100 characters max).

Lag
: Enter here the number of seconds users have to wait before being able to vote in the same poll again. This interval is expressed in seconds. The default value is 86400 (24 hours).

Published
: Select Yes or No.

Options: (input fields 1 to 12)
: Fill in here the various options the user can select from to cast their vote. Empty items will not be displayed. Users may select only one of the possible answers.

Note: You may add additional options after the poll has commenced. Deleting options will corrupt the data, so you should create a new poll.

WARNING! As of 03/02/05, this is bugged because you are allowed to save a poll without items, which will generate a MySQL error. You should at least have two options filled out.

Note: You can control where on the site, and which poll appears, using the Poll module by going to Extensions > Module Manager and selecting **Polls**.

Manage Modules

Introduction

This section deals with:

- Explaining what Modules are.
- Introducing the Module Manager and the functions associated with it.
- Installing and uninstalling a Module.
- Providing an explanation of how to configure installed Site Modules.

Modules are used to display various information and/or interactive features throughout your Joomla! site.

A Module can contain just about anything from simple plain text, to HTML, to complete standalone third party applications. Modules can also display interactive content, such as polls, latest news, Newsfeeds and more.

Site Modules are different from Administrator Modules because they display their content on the Frontend of your site while Admin Modules pertain to various Administrative (Back-End) tasks and/or features.

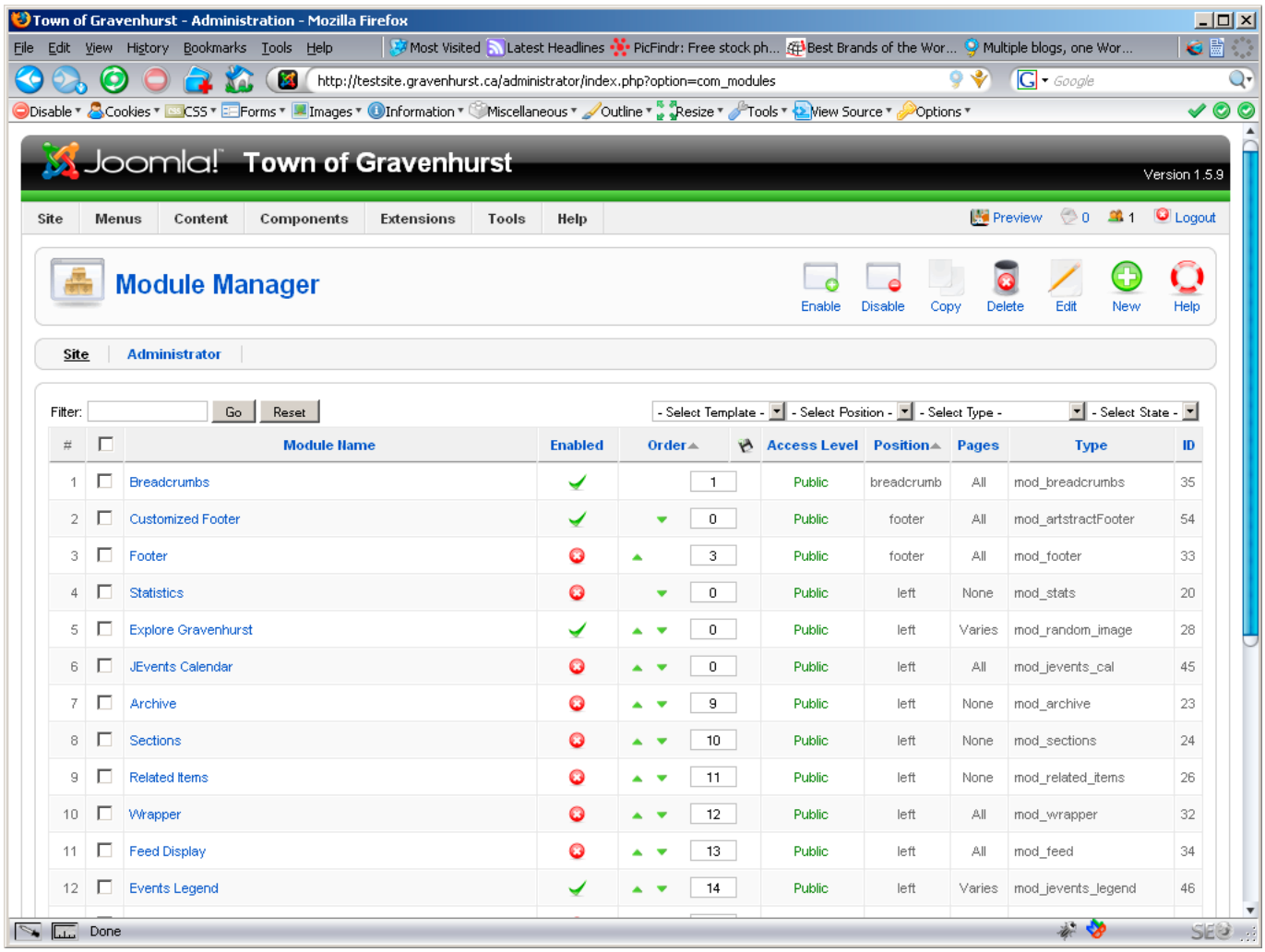
Modules can be created by you (custom/user Module), or downloaded, and installed.

Module Manager Screen

The management of the Modules is always done in the Administrator (Back-End)panel.

Access: Select Extensions > Module Manager.

The Module Manager Screen displays a list of the installed Site Modules.


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_modules
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 1 Logout
Module Manager
Enable Disable Copy Delete Edit New Help
Site Administrator
Filter: Go Reset
- Select Template - - Select Position - - Select Type - - Select State -
Module Name Enabled Order Access Level Position Pages Type ID
1 Breadcrumbs Public breadcrumb All mod_breadcrumbs 35
2 Customized Footer Public footer All mod_artstractFooter 54
3 Footer Public footer All mod_footer 33
4 Statistics Public left None mod_stats 20
5 Explore Gravenhurst Public left Varies mod_random_image 28
6 JEvents Calendar Public left All mod_jevents_cal 45
7 Archive Public left None mod_archive 23
8 Sections Public left None mod_sections 24
9 Related Items Public left None mod_related_items 26
10 Wrapper Public left All mod_wrapper 32
11 Feed Display Public left All mod_feed 34
12 Events Legend Public left Varies mod_jevents_legend 46
Done

Toolbar Buttons: Publish, Unpublish, Copy, Delete, Edit, and New are available.

The following information is displayed:

Module Name

This is the title of the module. It is editable and will be displayed on the Front-End of your Web site if you choose so.

Enabled

This tells you if the module contents will show on the Front-End of your Web site. Click the button to toggle the published/unpublished state.

Order

This column allows you to change the relevant order that the modules display on the Front-End of your Web page(s). Click the **Up** or **Down** arrows to increase or decrease the module order by one position. Or to modify this order, type in the number that you would like to have them presented. Then, click the Save Order button next to the Column Heading Order.

Access Level

This shows who can see the modules on the Front-End of a Web page. Clicking the link will toggle through Public/Registered/Special.

Position

This shows which template positions the module will be displayed. Some common Template positions are: User1, Left, Righting, and Top.
NOTE: You can only assign the module position to one that is already coded into your template

Pages

This shows on which pages the module will be displayed. Options include All, Varies or None.
NOTE: This is not applicable to Administrator modules. Click on the Edit button in the Toolbar to edit this.

Type

This is the type of module. An example is mod_mainmenu, which is the 'type' of module used for the User Menu and the Main Menu module instances.

ID

This is the ID number for the module item. This is allocated by the Joomla! site system when the module instance is saved.

At the bottom of the list, you may see a pagination feature, which will allow you to navigate to the next set of modules in the list. You can also set the number of modules displayed on a page by selecting the number in the drop down box at the bottom of the screen.

Filtering functions are available at the top-right of the list. To filter the displayed modules by Position and module type, select from the Select Position and/or Select Type drop down menu. You can refine your filter by typing in the keyword that you wish to filter in the field box.

Uninstall a Module

Select the radio button next to the Module you want to uninstall and then click the **Delete** button.

A JavaScript alert will show: Are you sure, you want to delete selected items?

Click **OK**.

The page will reload displaying the word Success.

Site Module Screen

This option covers both amending existing modules and creating your own module.

Access: Click on the Module Name

Access: Check the box to the left of the Module Name and click the **Edit** button.

All Modules have the following Details and Page/Items options:

Title

This is the title of the Module as you wish it to appear in its header.

Show title

Select whether you wish the Module title to appear or not.

Enabled

Yes or No

Position
: Select the Module position in which you wish it to appear.

Order
: Select the order you wish the Module to appear.

Access Level
: Select the Access Level: Public, Registered, or Special, which is able to view the Module.

ID
: The ID for this Module.

Description
: A description of the functionality of the Module.

Menu Item Link(s)
: Select the Page(s) or Items that the Module should be displayed.

If you are creating a new module, additional fields are required and vary by the module type.

Administrator Modules

Access: Select Extensions > Module Manager > Administrator

The Module Manager [Administrator] screen will be displayed. This screen appears and behaves identically to the Module Manager [Site] section detailed above.

Manage Specific Modules – Purposes and Parameters

The section below defines the purpose of each Module and details the additional Module specific parameters available to each.

Banners

Type
: mod_banners

The banner Module allows you to show the active banners out of the Component within your site.

Parameters

Banner client
: Insert the reference to the client id. A comma should separate multiple client ids.

Module Class Suffix
: Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Further Information: Chapter 7: Managing Components – Banners

Main Menu

Type

mod_mainmenu

This Module displays a menu.

Parameters

Menu Class Suffix

An extension to the table.moduletable css class, which allows individual customisation of the Module.

Module Class Suffix

Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Menu Name

The name of the menu used, by default, this is mainmenu.

Menu Style

Select from Vertical, Horizontal or Flat List.

Enable Cache

Select whether to cache the content of this Module.

Show Menu Buttons

Show the menu buttons you have selected for your menu items.

Menu Button Alignment

Select Left or Right.

Expand Menu

Make the sub-menu items appear at all times.

Activate parent

Set's the activation ID also for all parent menus in the tree

Indent Image

Choose which indent image to utilise.

Indent Image 1

Indent image for the first sub-level

Indent Image 2

Indent image for the second sub-level

Indent Image 3

Indent image for the third sub-level

Indent Image 4

Indent image for the fourth sub-level

Indent Image 5

Indent image for the fifth sub-level

Indent Image 6
: Indent image for the sixth sub-level

Spacer
: A spacer for horizontal menus.

End Spacer
: An end spacer for horizontal menus.

User Menu

Type
: mod_mainmenu

Displays the usermenu.

Parameters

See: Main Menu

Other Menu

Type
: mod_mainmenu

Displays the othermenu.

Parameters

See: Main Menu

Login Form

Type
: mod_login

This Module displays a Username and Password login form. It also displays a link to retrieve a forgotten password. If user registration is enabled, See Global Configuration, then another link will be shown to invite users to self-register.

Parameters

Module Class Suffix
: Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Pre-text
: Optionally, type in this text box to display text or HTML that will appear above the login form.

Post-text
: Optionally, type in this text box to display text or HTML that will appear below the login form.

Login Redirection URL
: The re-direct, from the login, can be assigned to a specific URL. If left blank, it will display the home page of

your web site.

Logout Redirection URL
: The re-direct, from the logout, can be assigned to a specific URL. If left blank, it will display the home page of your Web site.

Login Message
: Select Show or Hide the JavaScript pop-up alert that indicates whether the user's login was successful or failed.

Logout Message
: Select Show or Hide the JavaScript pop-up alert that indicates that the user logged out successfully.

Greeting
: Select Show or Hide to display, or not display, the simple greeting text.

Name/Username
: Choose from the drop-down menu whether to display the user's name or username in the login Module after a successful login.

Wrapper

Type
: mod_wrapper

The Wrapper Module wraps an external Web page into your site. The external Web page is inserted as a Frame into your template. This is not only useful to display other people's sites but also to include in your site pure DHTML pages you would have created with a specialised web editor. It also allows you to integrate independent applications and scripts (galleries, directories) into your Joomla! site content.

Parameters

Module Class Suffix
: Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

URL
: Enter the URL for the site/file you wish to display within the IFrame.

Scroll Bars
: Choose whether horizontal and vertical scroll bars are added to your page. No means scroll bars are never shown even when content extends beyond the inline frame, Yes means scroll bars are always used even when content does not extend beyond the inline frame, and Auto means scrolls bars are shown only when necessary.

Width
: Type in a value for the width of the IFrame window, either in pixels or in percentage. Percentage is relative to the HTML element where the `<?php include_once("mainbody.php"); ?>` tag is placed in the template.

Height
: Type in a value for the height of the IFrame window, either in pixels or in percentage (see above).

Auto Height
: Choose Yes, if you desire the height of the Wrapper page to be set to the size of the external Web page. Choose No if you do not.

Auto Add

Choose Yes, if you wish http:// to be added automatically to the URL that you type in the Wrapper Link field in the Details Tab. If you already have typed in the http://, in the link field, then Joomla! will recognise this and not put a second http:// in the link field. If set to No, then you must type http:// or https:// at the beginning of the URL in the URL field, or else the link in the URL field will be treated as a link relative to the URL of your site.

Polls

Type

mod_poll

This Module compliments the Polls Component. It is used to display the configured poll. The Module differs from other Modules in as much as the Component supports linking between Menu Items and Polls. This means that the Module shows only those Polls, which are configured for a certain Menu Item.

Parameters

Enable Cache

Select to cache or not the content of this Module.

Module Class Suffix

Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Random Image

Type

mod_random_image

This Module display a random image from your chosen directory

Parameters

Image Type

Enter the image type of the files to be randomly displayed, e.g. .jpg, .png, .gif, etc.
The default image type is .jpg.

Image Folder

Enter the path of the folder/directory containing the images to be randomly displayed. For example, if the files are located in http://www.joomla.org/images/random then enter "`images/random`" in the text box).

Link

Enter the URL that a user will be redirected to if the image is clicked (e.g. http://www.joomla.org).

Width

Enter the width in pixels you want the images displayed. This will force all images to be displayed using this fixed width.

Height

Enter the height in pixels you want the images displayed. This will force all images to be displayed using this fixed height.

Module Class Suffix

Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Caution	Changing the height and/or width settings may cause unwanted results if there is a sizeable difference between the width or height of the original image and the fixed width you input.

Newsflash

Type

mod_newsflash

The Newsflash Module randomly selects one of the published items from a Category upon each page refresh. It may also display multiple items in horizontal or vertical configurations.

Parameters

Category

Select a content Category from this drop-down list (listed as Section/Category). The Articles in the selected Category will be formatted based on the layout selected in the Style parameter on this page.

Style

Select a style from this drop-down list to determine how the Module will display its contents. The vertical and horizontal options are self-explanatory. The Randomly choose one at a time option, randomly displays a single Category item with each page reload.

Show images

Select the Yes radio button to determine whether the Module should display images contained in Articles. Select the No radio button to hide all images.

Linked Titles

Select an option from this drop-down list to make the Article titles linkable (or not). The Yes option turns linked titles on. The No option turns linked titles off. The Use Global options defaults to the setting for this parameter in the Global Configuration area of the web site.

Read More

Select the Show radio button to display a Read More link at the end of each Article. Select the No radio to hide this link.

Item Title

Select Yes from this drop-down list to display the title and the text of Articles. Select No to hide all titles. See also: Linked Titles on this page

# of Items

Enter a number to determine how many Articles will be displayed with each page refresh. This is only applicable for the horizontal and vertical options listed in the Style section on this page.

Enable Cache

Click the Yes radio button to turn caching on for this Module. Click the No radio button to turn caching off.

Module Class Suffix

Enter the suffix for the CSS class of this Module. (e.g. moduletable_poll). In this example, the -poll is the suf-

fix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Note: It is important to allow sufficient space to display the generated content. This is especially important when using the 'vertical' and 'horizontal' options.

Note: The Item Title option on this page must also be set to Yes before the titles may actually be displayed.

Search

Type

mod_search

This Module will display a search box

Parameters

Module Class Suffix

Enter the suffix for the CSS class of this Module. (e.g. moduletable-poll). In this example, the -poll is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Enable Cache

Select Yes or No.

Set Itemid

Allow setting of the Itemid for the referencing search link

Box Width

Size of the search text box.

Text

The text that appears in the search text box.

Search Button

No or Yes

Button Position

Position of the button relative to the search box. Right, Left, Top, or Bottom.

Button Text

The text on the search button.

Popular

Type

mod_mostread

This Module shows a list of the currently published Items that have been seen the most: determined by the number of times the page has been viewed.

Parameters

Module Class Suffix

Enter the suffix for the CSS class of this Module. (e.g. .moduletable_poll). In this example, the -poll is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Enable Cache

Select to cache or not the content of this Module.

Module Mode

Allows a choice between display of Articles, Static Articles or both.

Frontpage Items

Show/Hide items designated for the Frontpage Component (this works only for Articles).

Count

The number of items to display (the default is 5)

Category ID

Select to display items from a specific Category or set of Categories (to specify more than one Category, separate with commas). Categories IDs may be found in the list accessed through Content >Category Manager.

Section ID

Select to display items from a specific Section or set of Sections (to specify more than one Section, separate with commas). Sections IDs may be found in the list accessed through Content >Section Manager.

Top Menu

Type

mod_mainmenu

See mainmenu.

Manage Plugins

Plugins are functional units of code that support the operation of Joomla! They have many different purposes and functions and are grouped together for easier management.

For example, there are Plugins that only operate on Articles, others provide search capabilities, etc. In some groups, any number of Plugins can be published at once, while in others (for example, the WYSIWYG editors) only one can be active.

In some groups ordering is important.

In this Section we will be covering:

- Uninstall a Plugin
- Outline definitions of each type of Plugin

Uninstall a Plugin

Access: Select Extensions > Plugin Manager

Check the box next to the Plugin you want to uninstall and then click the **Delete** button.

A JavaScript alert will show: Are you sure, you want to delete selected items?

Click **OK**.

The page will reload displaying the word Success.

Content Plugins

Any number of Plugins can be published in this group. These Plugins operate on Articles before they are displayed. They typically replace some sort of shorthand {tag} with other information.

Legacy Plugin Includer

This Plugin allows for the handling of Plugins designed for version 1.0 of Joomla! If you do not have any pre-version 1.5 Plugins installed, this Plugin can be safely unpublished.

SEF

The Search Engine Friendly Plugin makes links in content compatible with installed SEF support. It operates directly on the HTML within the item and does not require a special tag.

E-mail Cloaking

This Plugin rewrites all e-mail addresses within a Article to 'cloak' them from unwelcome spambots.

Code Highlighter (GeSHi)

This displays formatted code in Articles based on the GeSHi highlighting engine.

This is to be considered as an enhanced version of moscode, allowing the rendering of many different programming languages with colour-highlighted code by specifying the to-be-used language.

Usage: Use the "pre" tag and add the programming language you want to use for highlighting purposes as a parameter.

Example:

```
< pre lang="xml" >your code here ... < /pre >
```

The Plugin version of the GeSHi highlight code comes with the following highlighters for the most common renders installed, ready to be used:

```
CSS => use lang="css"
HTML4 Strict => use lang="HTML4strict"
JavaScript => use lang="javascript"
PHP => use lang="php"
PHP Brief => use lang="php-brief"
SQL => use lang="sql"
XML => use lang="xml"
```

Should you need additional languages, you may download the full package from the developer site: http://qbnz.com/highlighter/, which includes over 30 languages. You should then upload the required newLanguage.php from the package into your `\Plugins\content\geshi\geshi` folder.

Load Module

This Plugin, using the tag {loadmoduleposition modulepositionname}, allows a Module's content to be displayed in a Article.

Search Plugins

Search Plugins add the ability to search all of the different Components of Joomla! Basic searching is provided for:

- Articles
- Web Links
- Contacts
- Content Categories
- Content Sections

Any number of search Plugins can be published at any one time.

Editor Plugins

Editor Plugins provide support for installable WYSIWYG editors.

Only one editor Plugin can be published at a time. This setting should be changed in the Site > Global Configuration page, rather than on the Plugin Manager page. You can also select to deactivate any WYSIWYG editors, which leaves you with a standard HTML text area.

Editor Extension Plugins

Editor Extension Plugins allow additional controls to be included for editing content. For example, buttons are placed within or under the editor to insert {mosimage} and {mospagebreak} tags into your content

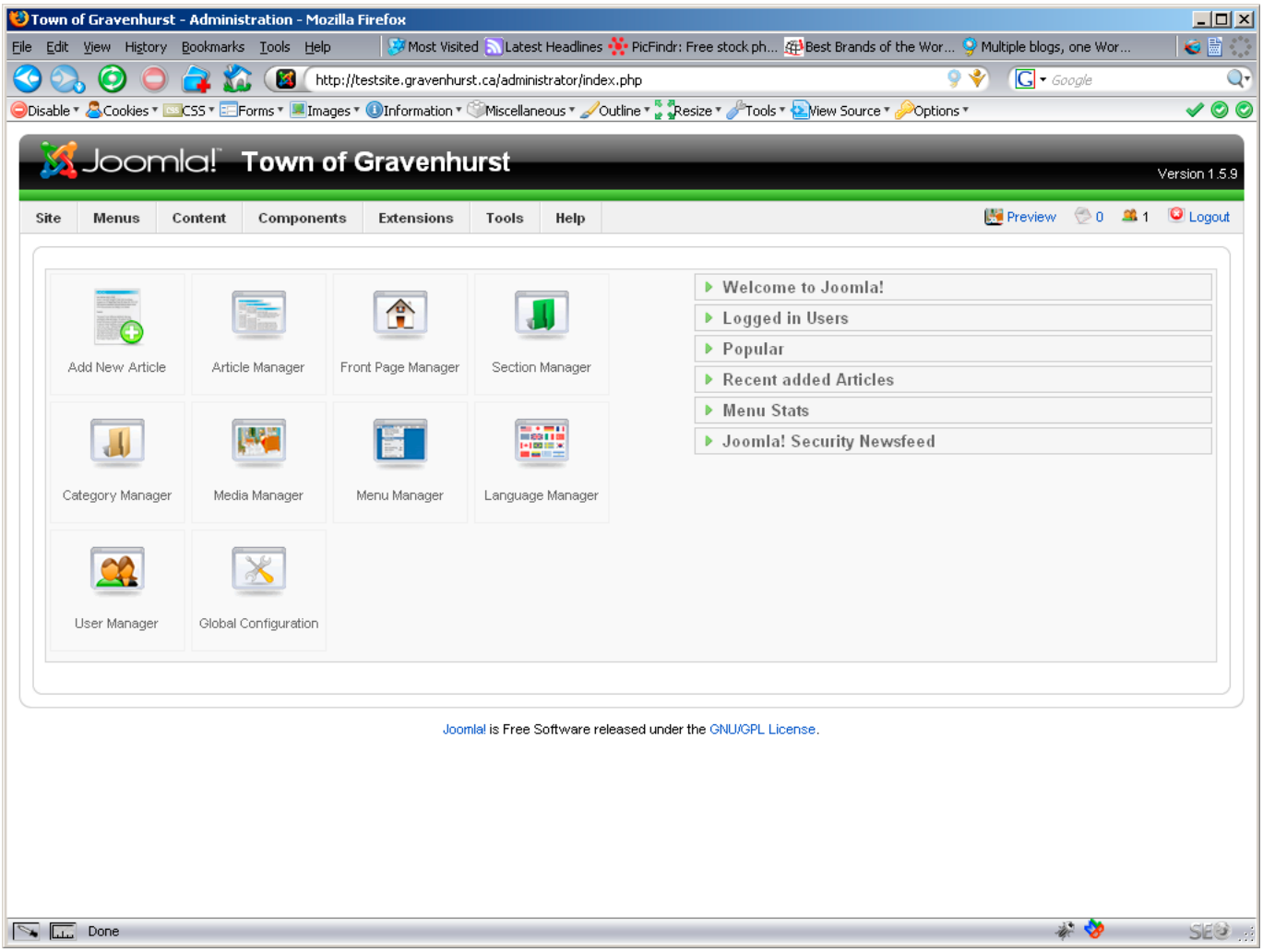
Chapter 8: Accessing Functions from the Back-End: Super Administrator

Introduction

The Super Administrator has all the Front-End access privileges of a Publisher. In addition, they have the following Back-End privileges in addition to those of the Manager and Administrator, which are covered in detail in this chapter:

- Global Configuration
- Language Manager
- Managing Templates
- System Info
- Global Checkin

When a Super Administrator logs in to the Control Panel, they will see the following screen.



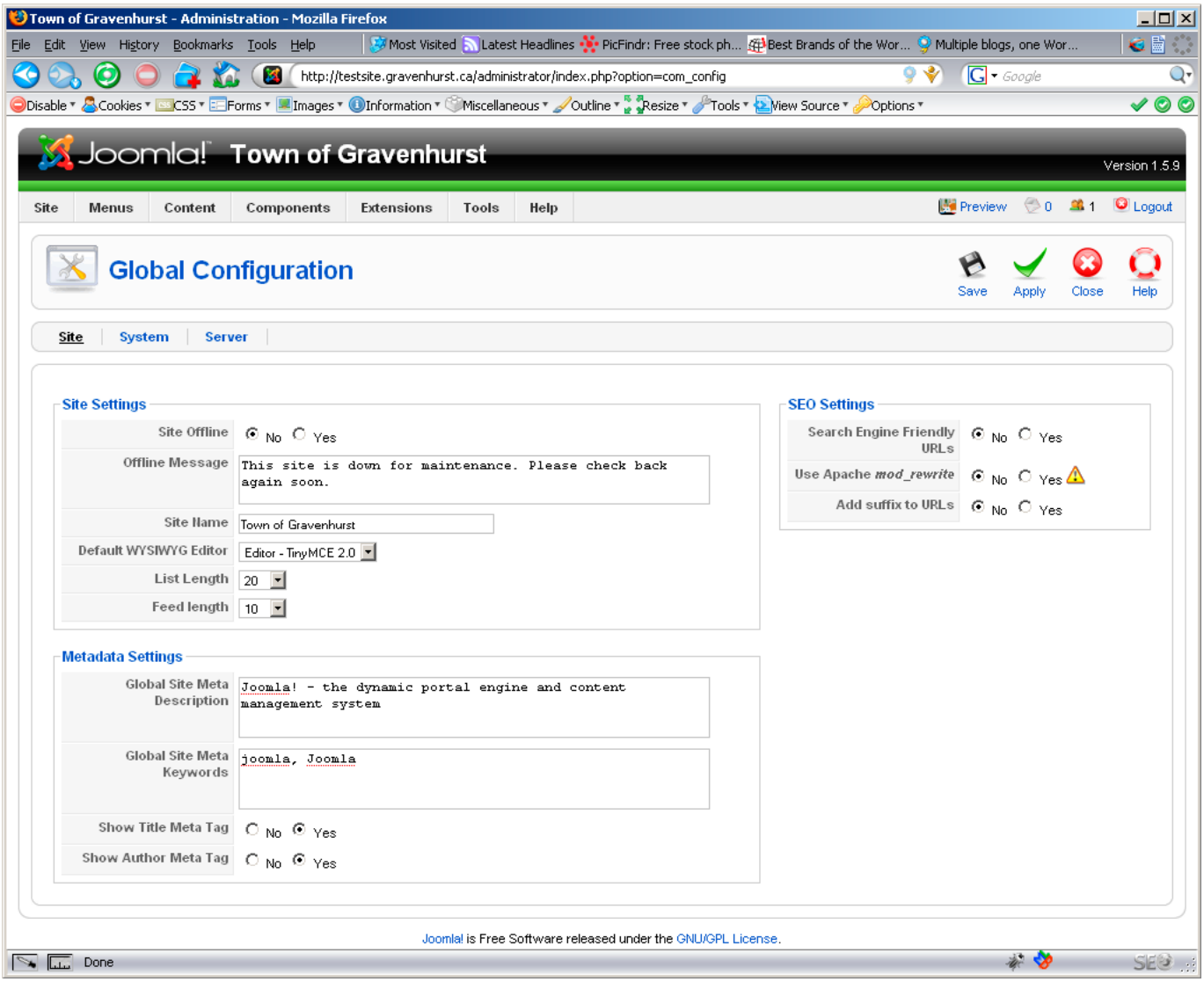
All menu and sub-menu options are available to the Super Administrator.

Global Configuration

Global Configuration controls Joomla!'s operational settings. Changes made on this screen will update the configuration.php file. This file needs to be writeable in order for you to be able to edit your configuration.

Access: Select Site > Global Configuration.

The Global Configuration screen will be displayed.



Site Tab

Site Offline

With this option, you can switch on and off your web sites Front-End. Use it if you are updating Modules or data, and do not wish to have your visitors view the site until you are finished. Remember to reset the Site offline option to No once you are done.

Offline Message

When the Site Offline switch is in the Yes position, this default message will display on the Front-End for your visitors to see. This site is down for maintenance. Please check back again soon. You can change this text to whatever message you would like.

Default WYSIWYG Editor

Choose which of the installed Text Editors you want to use to edit Articles.

List Length

Choose a default length for lists in the Administrator (Back-End). NOTE that if you have previously visited a page with a list, changing this setting in Global Configuration will not be immediately visible. However, the setting you specify will be honoured as a default upon your next login.

Feed Length
: The number of items to show in any RSS feeds.

Global Site Meta Description
: Type a description of your web site used to assist Search Engines. You may want to limit your description to maybe twenty words or so, depending on the Search Engine you are targeting. Make it concise and pertinent to your site's contents. You can include some of your keywords and key phrases here too. As some search engines read more than 20 words, you can add one or two sentences. Make sure that the most important part of your description is in the first 20 words.

Global Site Meta Keywords
: The optimal number of characters for a keyword description is said to be between 300 and 500. Do not repeat words too often and either separate your keywords with a comma or a space, or group two or three words together. 'Joomla! Open Source' would be an example of this.

Show Title Meta Tag
: Shows the Title Meta tag in the source code when viewing content.

Show Author Meta Tag
: Shows the Authors Meta tag in the source code when viewing content.

Note: The Description and Keyword Meta tags will have a bearing on how Search Engines will index your site. Some Search Engines completely ignore Metadata altogether. You should do some research on Search Engine Optimisation if high rankings and Search Engine traffic are important to you.

Search Engine Friendly URLs and Use Apache mod_rewrite
: This changes the way site links are presented and optimises them so that search engines can access more of your site. This option is ONLY available to sites hosted on Apache servers. Choose Yes to enable Joomla! to output friendly URLs rather than normal database generated URLs. If you use this option, you must rename your htaccess.txt file to .htaccess.

Add suffix to URLs
: Allows the system to add a suffix to the URL based on document type

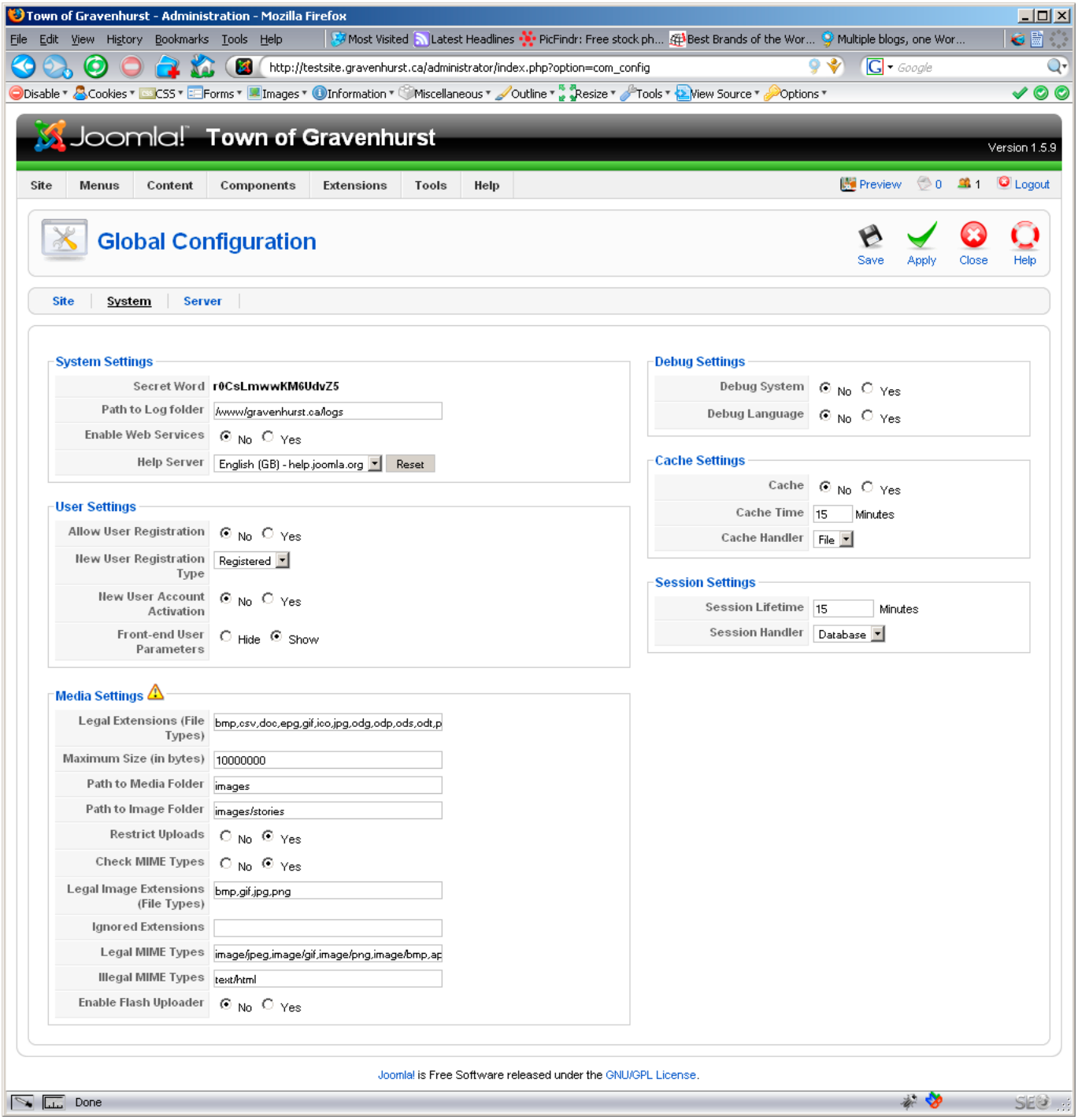
System Tab

Secret Word
: This is the unique word for every Joomla! installation. It is used for security functions.

Path to Log File
: Absolute path to the log files

Enable Web Services
: Enable the ability of the installation to make RPC (Remote Procedure Calls) using HTTP as the transport medium and XML as the encoding language. This function is required to ensure that many third-party extensions work.

Help Server
: Select the name of the Help Server from which your system will collect the Help Screen displays.



Allow User Registration

This option allows you to globally set whether visitors to your site can register for a user account. If the Yes radio button is chosen, the Login Form will include the prompt No account yet? Create one. If the No radio button is set, no option to register is presented.

New User Registration Type

The default access level that will be applied to new Users registering via the front-end.

New User Account Activation

If set to Yes, the User will be e-mailed a link to activate their account before they can log in.

Front-end User Parameters
: If set to Show, Users will be able to select their language, editor, and Help Site preferences on their Details screen when logged into the front-end.

Legal Extensions (File Types)
: Extensions (File Types) for the files you allow to be uploaded (comma separated).

Maximum Size (in bytes)
: The maximum size for an upload (in bytes). Use zero for no limit.

Path to Media Folder
: You can create a new folder to use with the Media Manager and enter the path to that folder here. Warning: Do not delete or change the existing images folder. The images/banners, images/M_images, images/smilies, and images/stories folders are used by the application.

Path to Image Folder
: You can create a new folder to use with the Image Manager and enter the path to that folder here. If you want to access this folder from the Media Manager, use the same folder name or make this a sub folder of the Media Manager folder. Warning: Do not delete or change the existing images/stories folder since it is used by the application.

Restrict Uploads
: Restrict uploads for lower than manager users to just images if Fileinfo or MIME Magic isn't installed.

Check MIME Types
: Use MIME Magic or Fileinfo to attempt to verify files. Disable this if you get invalid mime type errors.

Legal Image Extensions (File Types)
: Image Extensions (File Types) you are allowed to upload (comma separated). These are used to check for valid image headers.

Ignored Extensions
: Ignored file extensions for MIME type checking and restricted uploads

Legal MIME Types
: A comma separated list of legal MIME types for upload

Illegal MIME Types
: A comma separated list of illegal MIME types for upload (blacklist)

Enable Flash Uploader
: Select whether the Flash Uploader should be used or not for uploading media in the Media Manager

Enable Debugging
: If enabled, diagnostic information, language translation, and SQL errors (if present) will be displayed. The information will be displayed at the foot of every page you view within the Joomla! back-end and front-end. It is not advisable to leave the debug mode activated when running a live Web site.

Debug Language
: Select whether the debugging indicators (<bold>•...•</bold>) or (<bold>?...?</bold>) for the Joomla! Language files will be displayed. Debug Language will work without Debug System being activated, but you will not get the aditional detailed references that will help you correct any errors.

Cache
: Select whether the cache is enabled or not.

Cache Time
: The maximum length of time in minutes for a cache file to be stored before it is refreshed.

Cache Handler
: The default caching mechanism is file-based.

Session Lifetime
: Auto log out a User after they have been inactive for the entered number of minutes. Do not set too high.

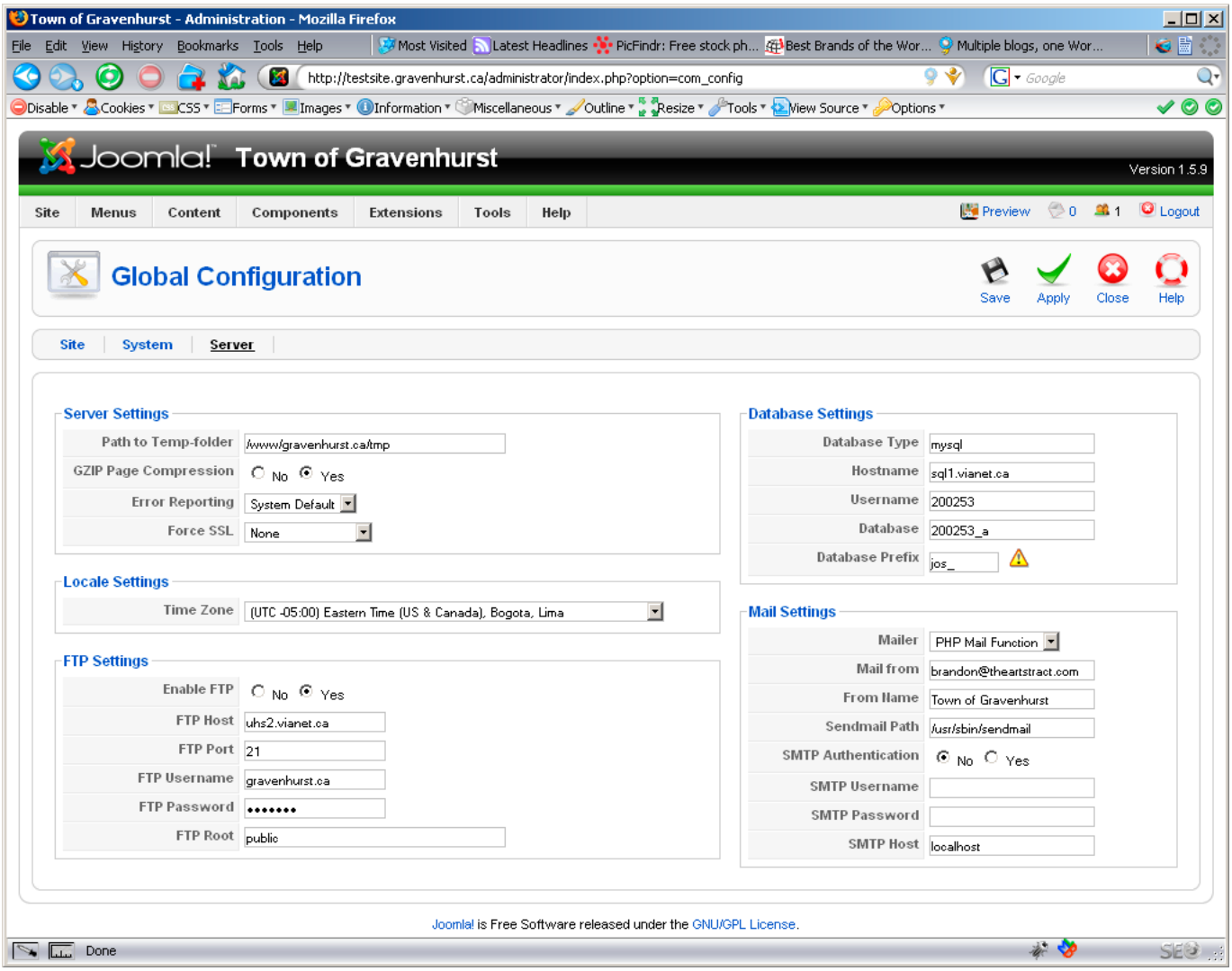
Session Handler
: The mechanism by which Joomla! identifies a User once they are connected to the web site using non-persistent cookies.

Server Tab

Path to Temp-folder
: Please select a writable Temp folder.

GZIP Page Compression
: Compress buffered output if supported.

Error Reporting
: Select the appropriate level of reporting from the drop down list. See the Help Screen for full details.



Force SSL

Force site access to always occur under SSL (https) for selected areas. You will not be able to access selected areas under non-ssl. Note, you must have SSL enabled on your server to utilize this option.

Time Zone

Current date and time configured to display

Enable FTP

Enable the built in FTP (File Transfer Protocol) functionality of Joomla! to be used instead of the normal upload functionality of Joomla!.

FTP Host

Enter the name of the host of your FTP server

FTP Port

Enter the port that FTP should be accessed by. Default is Port 21.

FTP Username

The username used to access the FTP server.

FTP Password

Enter your FTP password

FTP Root

The path to the root directory of the FTP server. The root directory is the base directory to which the FTP server is allowed access.

WARNING! Do not change the below five database settings unless you absolutely have to.

Database Type

The type of database in use entered during the installation process. Do not edit this field unless you are having to migrate to a different type of database, perhaps due to changing your hosting provider.

Hostname

The hostname for your database entered during the installation process. Do not edit this field unless absolutely necessary (e.g. the transfer of the database to a new hosting provider).

Username

The username for access to your database entered during the installation process. Do not edit this field unless absolutely necessary (e.g. the transfer of the database to a new hosting provider).

Database

The name for your database entered during the installation process. Do not edit this field unless absolutely necessary (e.g. the transfer of the database to a new hosting provider).

Database Prefix

The prefix used for your database entered during the installation process. Do not edit field unless absolutely necessary (e.g. the transfer of the database to a new hosting provider).

WARNING! Do not change unless you have a database built using tables with the prefix you are setting.

Mailer

Select which mailer you wish to use for the delivery of site e-mails.

Mail from
: The e-mail address that will be used to send site e-mails from.

From Name
: By default, this field is populated with the site name entered during installation.

Sendmail Path
: Enter the path to the sendmail program directory on the host server.

SMTP Authentication
: Select Yes if your SMTP Host requires SMTP Authentication.

SMTP Username
: Enter the username for access to the SMTP host

SMTP Password
: Enter the password for access to the SMTP host

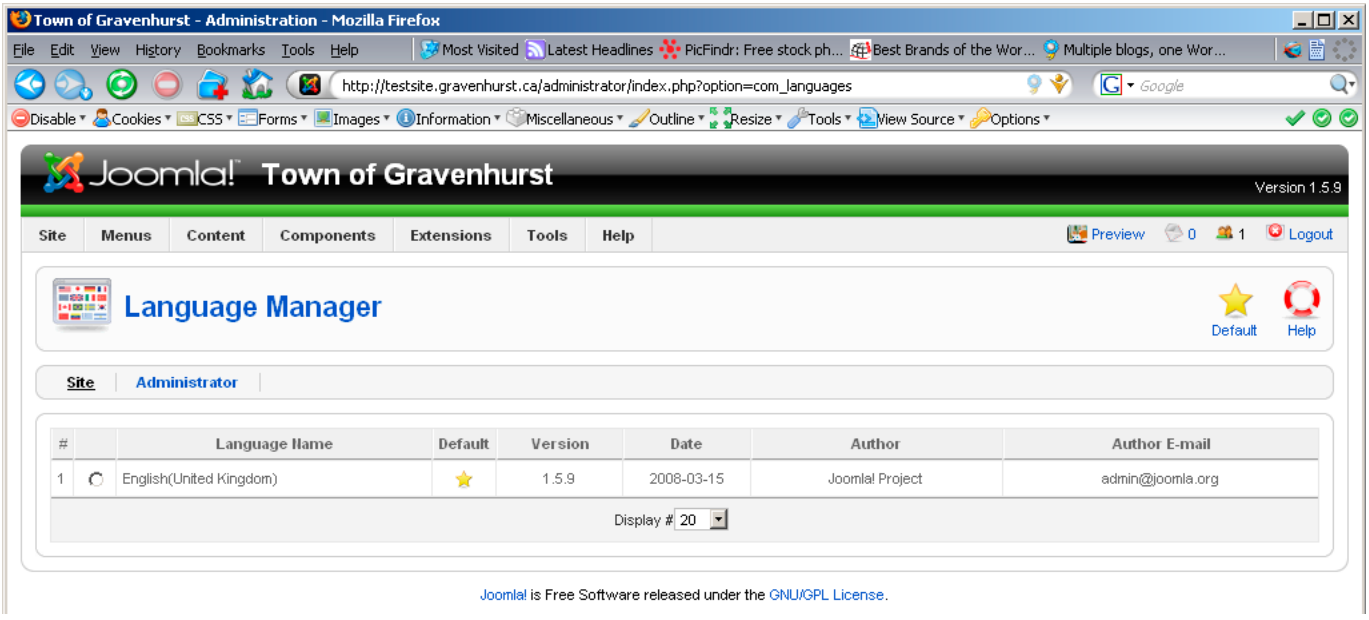
SMTP Host
: Enter the name of the SMTP host.

Language Manager

The Language Manager allows you to maintain the installed language files for Joomla!

Access: Select Extensions > Language Manager.

The Language Manager [Site] screen will be displayed.



Installed Languages: This list shows all of the currently installed Joomla! Languages with a tick next to the currently active one.

The following information is displayed:

Name
: Shows the name of the languages installed.

Default
: Shows which is the default language.

Version
: Shows the version of the language file.

Date
: Shows the date of the language file.

Author
: Shows the author of the language file.

Author E-mail
: Shows the author's e-mail address, if available.

Other functions available on this screen include:

Manage Templates

Introduction

There are two types of templates, the Site Templates and Administrator Templates.

The Site Templates control the appearance of the Front-End of your Joomla! web site, whereas the Administrator Templates control the Back-End Administration area of the Joomla! web site.

Note: All reference to Template Manager [Site] refers equally to Template Manager [Administration] as well

---

The Template Manager provides a workbench for manipulating templates. The initial view provides you with a list of the installed templates (Site or Administrator).

A yellow star will be shown adjacent to the name of the default template. Some supplied information about each template is also shown.

Templates can be assigned to different parts of your site, much like Modules can. If you have several templates installed on your Joomla! system, you can take advantage of all of them. You are able to assign a template to a specific page(s).

Template HTML and CSS files can be edited as well.

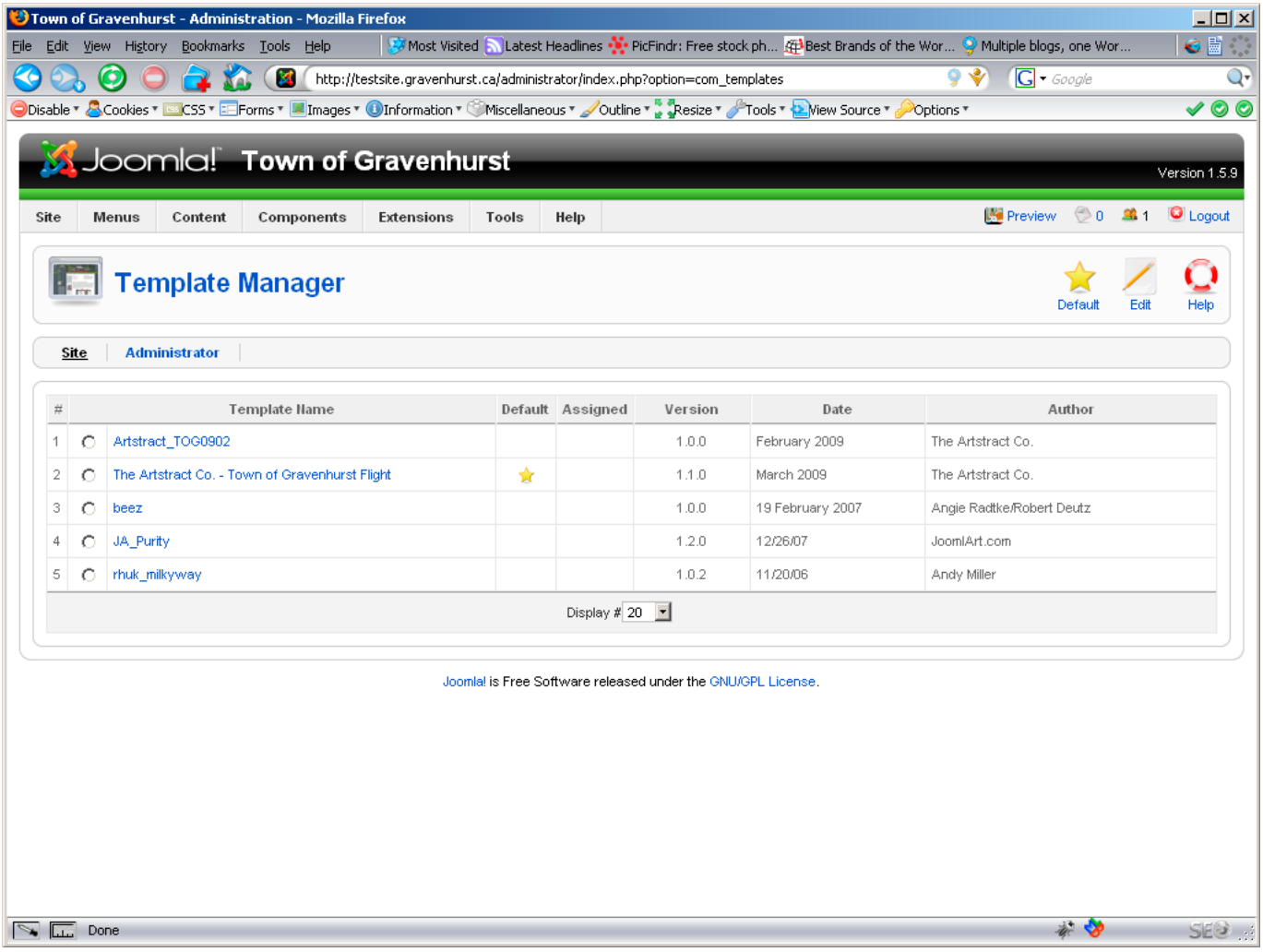
This section deals with:

- The Template Manager (Site and Administrator)
- Assigning a template (Site)
- Editing the template HTML (Site and Administrator)
- Editing the template CSS files. (Site and Administrator)
- Module Positions

The Template Manager

Access: Select Site > Template Manager > Site Templates.

The Template Manager [Site] screen will be displayed.



The following information is displayed:

Template Name
: The name of the template as defined in the templateDetails.xml file.

Default
: Assigns this default template to all Menu Items/pages.

Assigned
: Opens a page where you can assign this template to specific Menu Items/pages. This will override the default template for the pages chosen. If you choose 'None', it will act the same way as the 'Default' parameter.

Date
: The date of the template as defined in the templateDetails.xml file.

Author
: The name of the template's author as defined in the templateDetails.xml file.

Version
: The version of the template as defined in the templateDetails.xml file.

Toolbar Buttons: Default and Edit are available.

Assign a Template

You can assign a template to one or more pages from the list that is displayed. When assigned, the template will appear when a user clicks on these pages. This will override the default template.

If you want to remove an assigned template from one (or some) page(s), select the assigned template again (radio button), and click the Assign button in the Toolbar. Now either deselect the items you do not want assigned for this template anymore, or click None to completely remove the assignment for this template.

Access: Select Extensions > Template Manager.

The Template Manager [Site] screen will be displayed.

Click on the template name you wish to assign to open the Template Edit Screen.

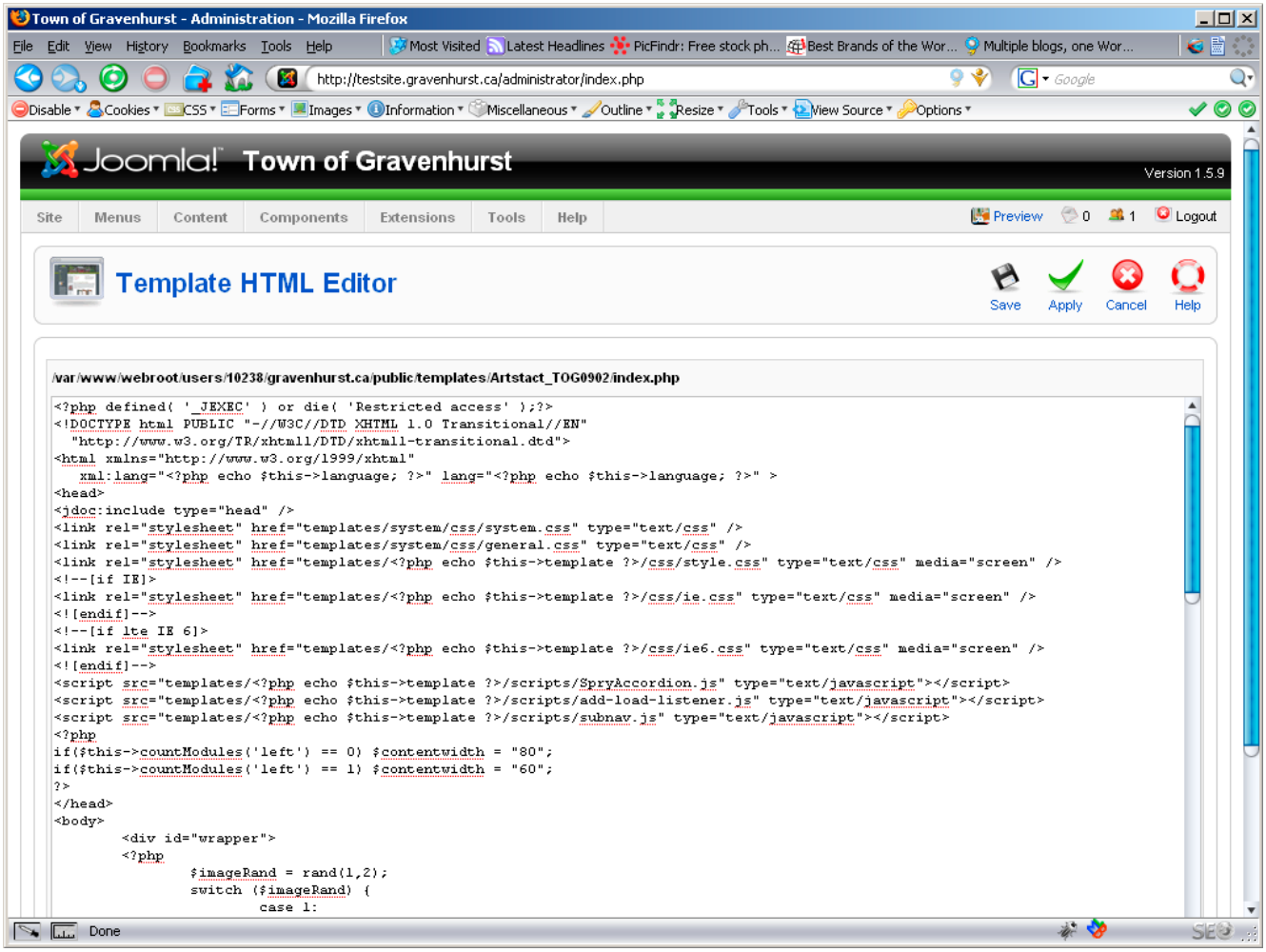
Select the page(s) you wish to assign the template to from the **Menu Assignment Panel**. You can Ctrl/Cmd click to select multiple items or Shift click to select a range.

Click **Save** to save your changes.

Edit the HTML File

Access: Select Extensions > Template Manager.

The Template Manager [Site] screen will be displayed.



Click on the template name you wish to edit to open the Template Edit Screen.

Click the **Edit HTML** button

The Template HTML Editor screen will be displayed.

Toolbar Buttons: Save and Cancel are available.

Edit the CSS file

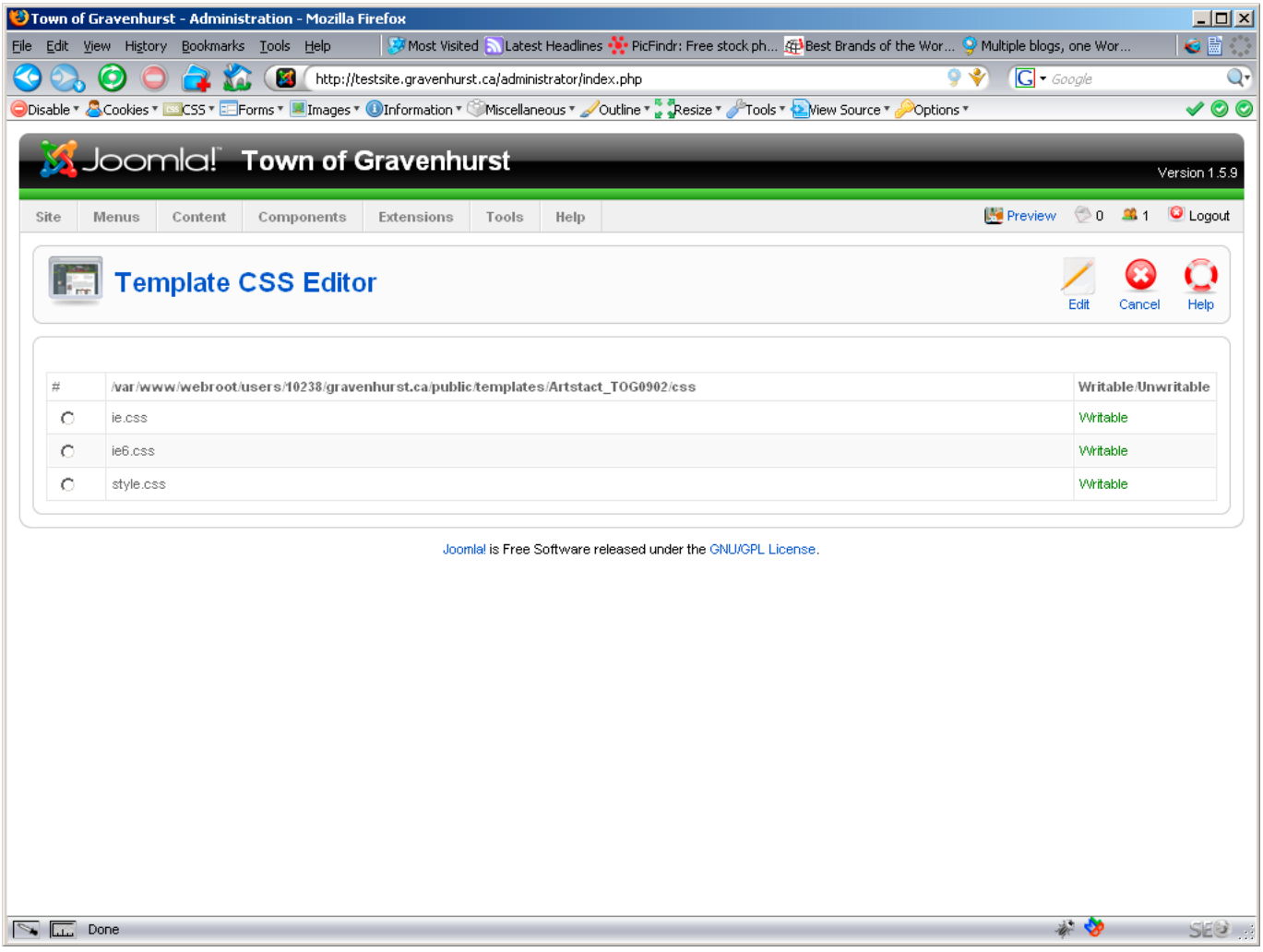
Access: Select Extensions > Template Manager.

The Template Manager [Site] screen will be displayed.

Click on the template name you wish to edit to open the Template Edit Screen.

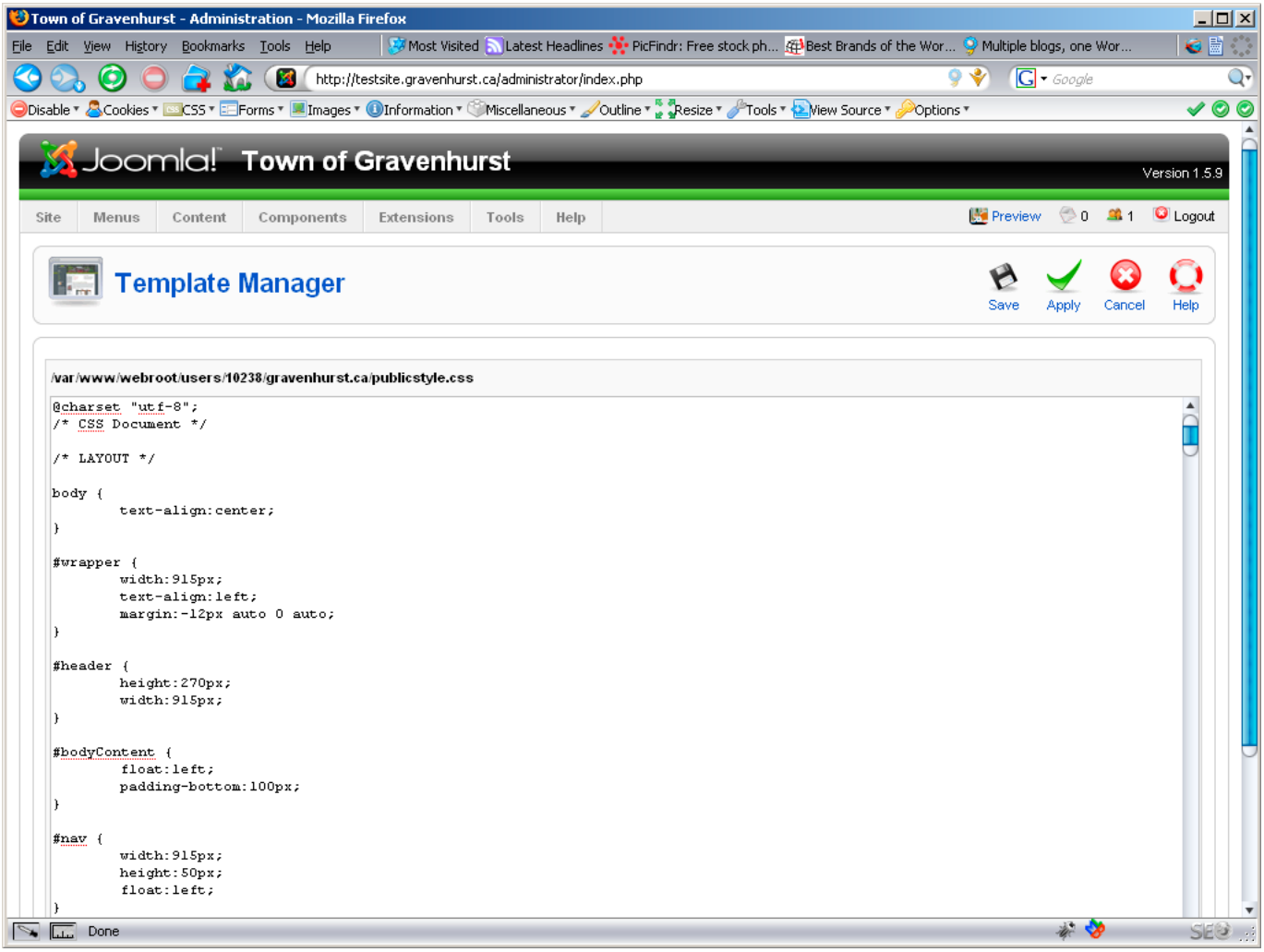
Click the **Edit CSS** button

The Template CSS Editor screen will be displayed.



Click the radio button next to the CSS file you wish to edit and click the Edit button.

The Template Manager screen will be displayed.



When you've finished making your changes, click the **Save** button to apply them to the site.

Messages

Access: Select Tools > Read Messages > Settings

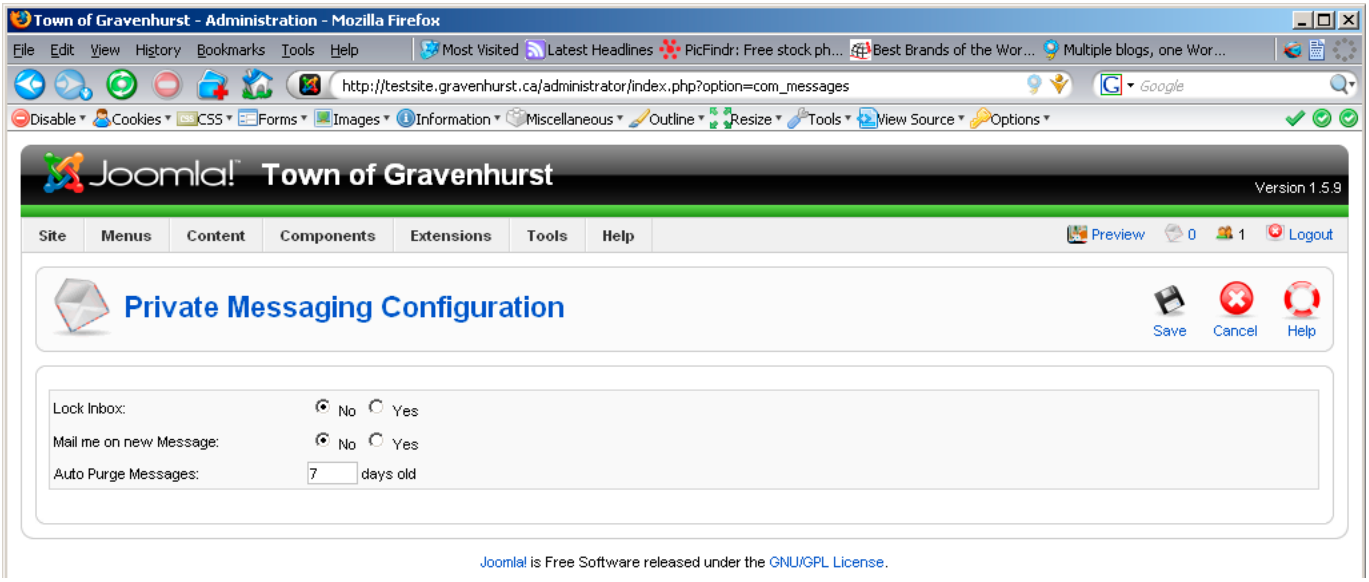
Configuration

There are three configuration options available to your Administrator.

Lock Inbox
: This option allows you to prevent Administrators or System processes from sending you messages. If you are the only administrator, or work with a small group of administrators, you may choose not to use this feature at all. It is a good idea to leave the box open while you are adding new Components as it will help you be aware of system processes.

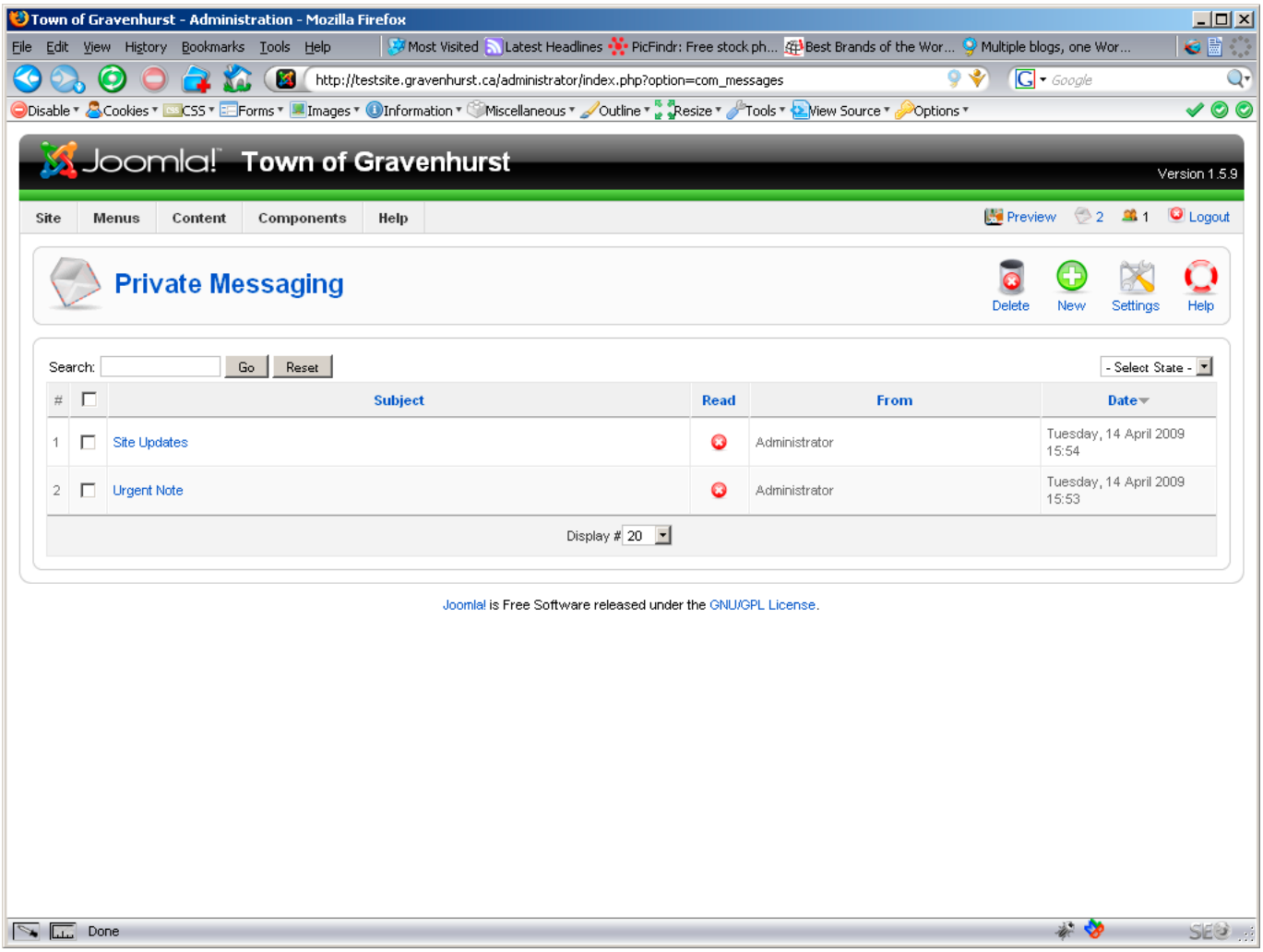
Mail me on new Message
: This option will result in an e-mail being sent to you each time you receive a new message.

Auto Purge Messages
: Set the number of days old after which the message will be purged from the database.


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_messages
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 1 Logout
Private Messaging Configuration
Save Cancel Help
Lock Inbox: No Yes
Mail me on new Message: No Yes
Auto Purge Messages: 7 days old
Joomla! is Free Software released under the GNU/GPL License.

Message Inbox

This menu option displays your current Inbox.


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_messages
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Help
Preview 2 1 Logout
Private Messaging
Delete New Settings Help
Search: Go Reset
- Select State -
Subject Read From Date
1 Site Updates Administrator Tuesday, 14 April 2009 15:54
2 Urgent Note Administrator Tuesday, 14 April 2009 15:53
Display # 20
Joomla! is Free Software released under the GNU/GPL License.
Done

View a message

Click the hyperlinked Subject of the desired message. Details of the message will be shown. Click the **Back** button in the toolbar to return to your Inbox.

Create a new message

Click the **New** button in the toolbar. Select the Recipient from the list and enter the desired subject and Message. Click the Save button to send the message. Click the Cancel button to abort the operation.

Delete a message

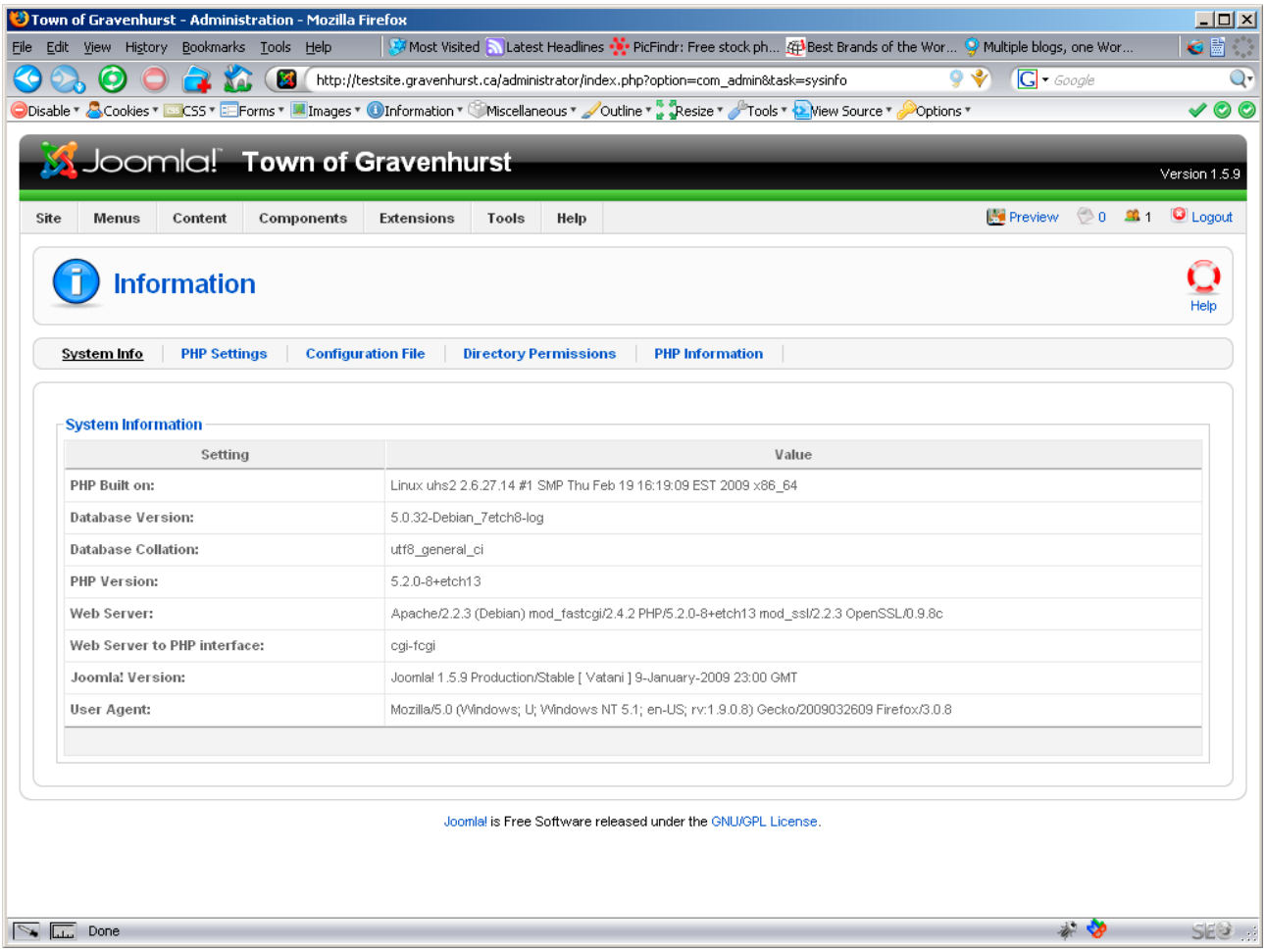
Select the checkbox next to the Subject of the message, (or multiple messages), that you want to delete. Click the **Delete** button in the toolbar. An alert box will ask you to confirm the operation.

Note: Private messaging is only supported to, or between, users in a group that have access to the Administrator Back-End.

System Information

System Info

Access: Select Help > System Info



The Information screen has five tabs as follows:

System Info
This tab provides information about the PHP build, web server, Joomla! version installed, and Browser being used.

PHP Settings
This tab provides detailed information about important PHP settings on the server.

Configuration File
This tab provides details of the configuration.php file located in the Joomla! root directory.

Directory Permissions
This tab provides detailed information about the folder permissions of your Joomla! installation.

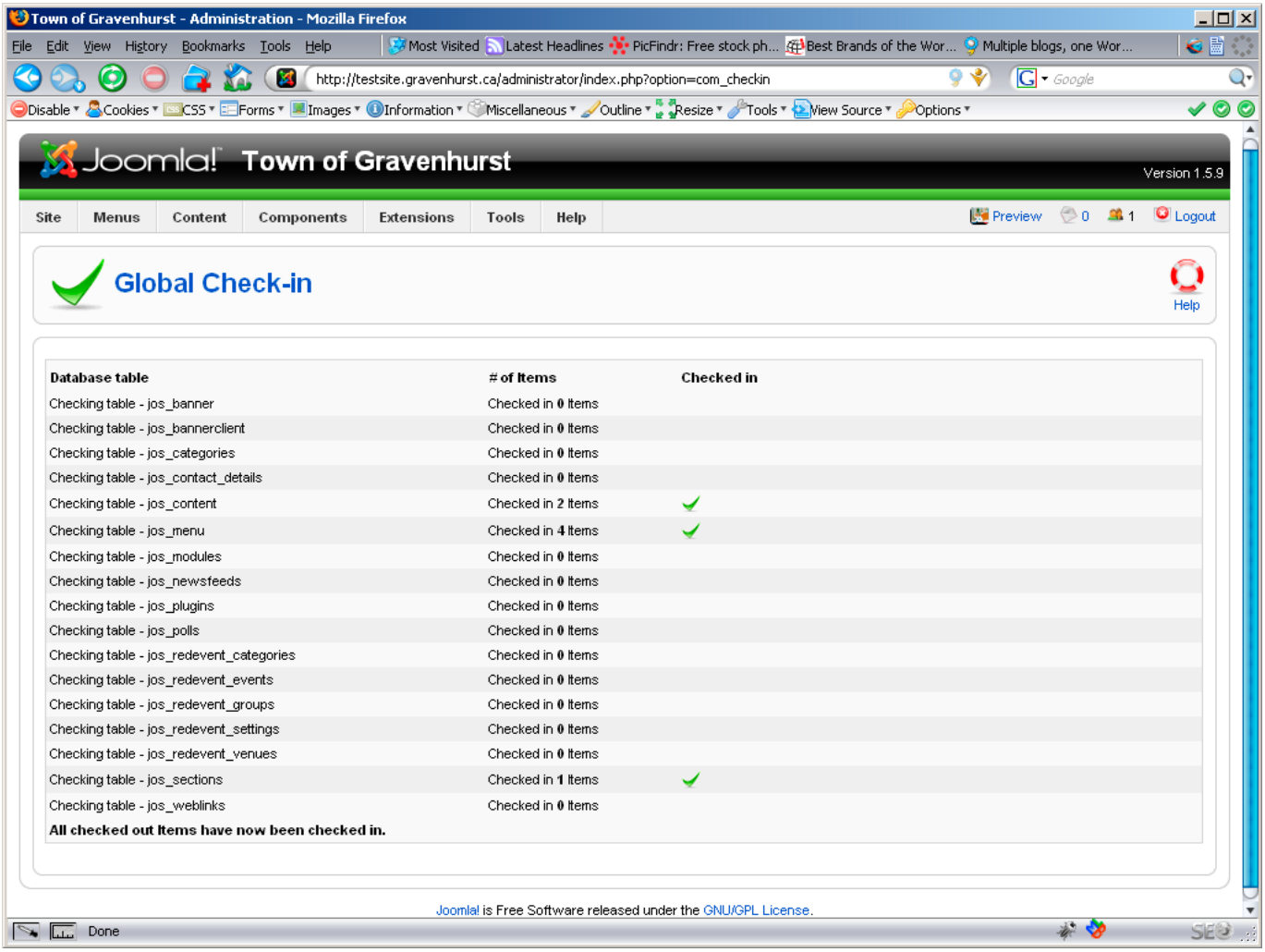
> Note: For all Joomla! functions and features to work all of the following directories should be writeable.

PHP Information
This tab provides detailed information about the PHP, Zend and MySQL versions and configurations being used.

Global Check-in

> Access: Select Tools > Global Checkin

The Global Check-in screen will be displayed.



When a user edits a file, Joomla! changes the file's status to Checked Out. The file is locked and only the user who has checked it out can modify it. This security feature prevents two users from editing a document at the same time, thus preventing the loss of data upon saving.

A Article remains Checked Out until the user clicks Save, Apply, or Cancel while editing it. Once saved, the Article is Checked In. However, if there is a connection error, such as when the user presses the browser's Back button, or the user chooses another menu item without saving or cancelling the work in progress, the Article remains Checked Out. This means no one can edit it. If users report this, verify the item's availability by looking in the Section, Category, or Item file list. If the item has a Padlock button, a Super Administrator will need to make the item available again by performing a Global Checkin.

Global Checkin will unlock all Articles currently Checked Out. Only a Super Administrator can perform it.

To perform a Global Checkin, select: System > Global Checkin. After performing the Global Checkin, Joomla! returns a list showing how many items, and from which Tables, were checked back in.

WARNING! **Performing a Global Checkin while documents are open for editing may result in data loss. All checked out items will be checked in and any unsaved changes will be lost.**

Mass Mail

This page allows you to send a message to one or more groups of Users.

Access: Select Tools > Mass Mail.

The Mass Mail screen will be displayed.

Toolbar Buttons: Send Mail and Cancel are available

Complete the following information:

Mail to Child Groups
: Check this box to automatically include all of the child groups of the selected group. For example, if you select the Editor group and check this box, all users in the Publisher group will also be included in the mass mail.

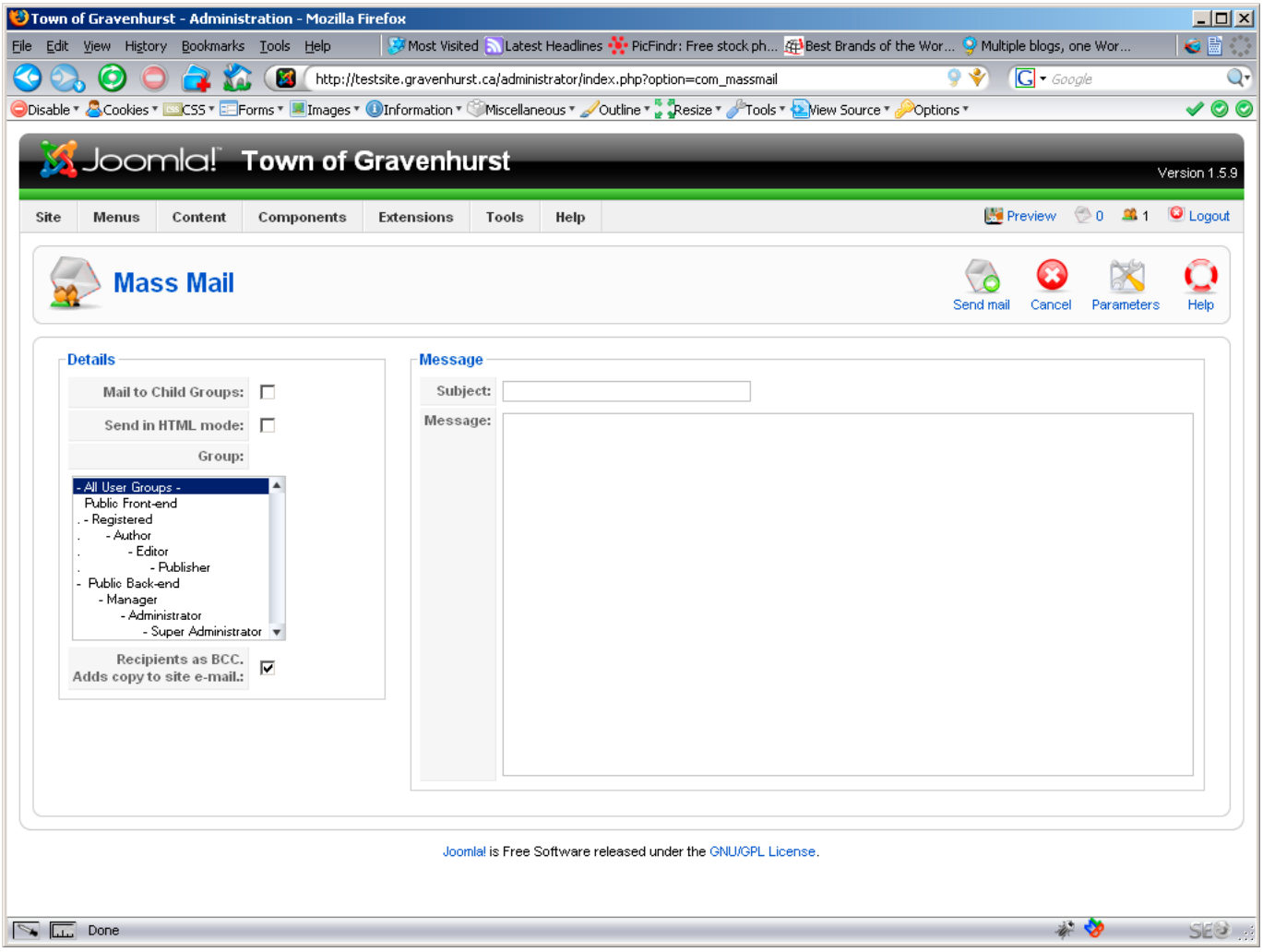
Send in HTML mode
: Check the box for Yes, leave blank for No.

Group
: Make a selection from the list. Select All User Groups to mail the message to all users. Only one selection can be made from this list.

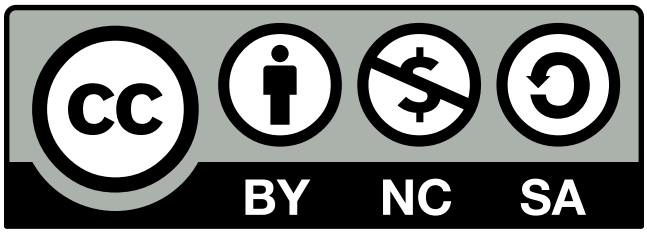
Subject
: Type a subject for the message.

Message
: Type the body of the message

When you are finished, click the **Send Mail** button to mail the message or **Cancel** to abort the mail.


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_massmail
Joomla! Town of Gravenhurst
Version 1.5.9
Site
Menus
Content
Components
Extensions
Tools
Help
Preview
0
1
Logout
Mass Mail
Send mail
Cancel
Parameters
Help
Details
Mail to Child Groups:
Send in HTML mode:
Group:
- All User Groups -
Public Front-end
. - Registered
. - Author
. - Editor
. - Publisher
- Public Back-end
- Manager
- Administrator
- Super Administrator
Recipients as BCC.
Adds copy to site e-mail.:
Message
Subject:
Message:
Joomla! is Free Software released under the GNU/GPL License.
Done

Appendix A: Creative Commons License



Attributation-NonCommercial-ShareAlike 2.5

You are free:

- to copy, distribute, display, and perform the work
- to make derivative works

Under the following conditions:

Attributation: You must attribute the work in the manner specified by the author or licensor.

Noncommercial: You may not use this work for commercial purposes.

Share Alike: If you alter, transform, or build upon this work, you may distribute the resulting work only under a license identical to this one.

For any reuse or distributiuon, you must make clear to other the license terms of this work.

Any of these conditions can be waived if you get permission from the copyright holder.
Your fair use and other rights are in no way affected by the above.

Appendix B: Using JoomGallery

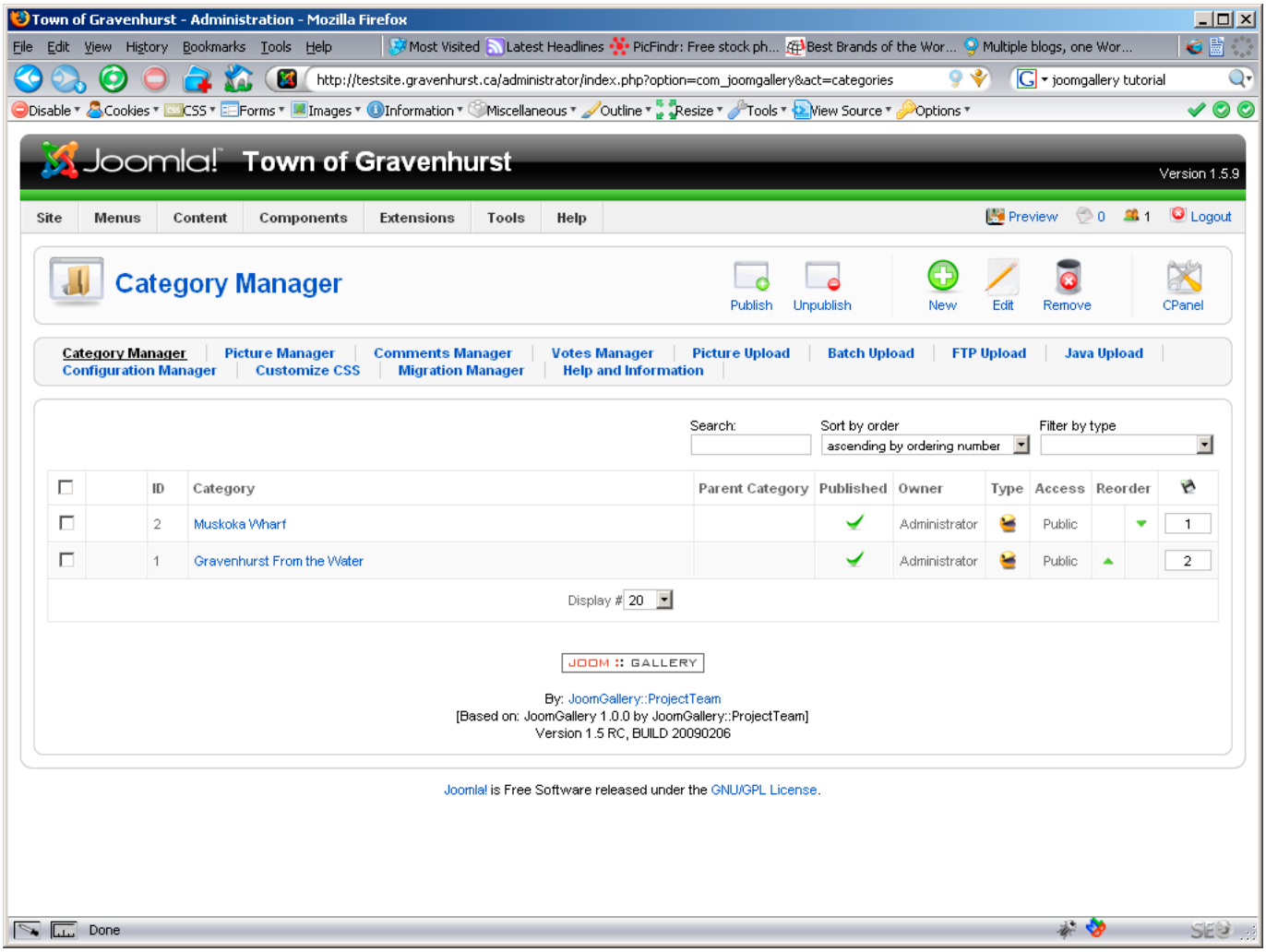
Introduction

JoomGallery is a photo gallery component for Joomla with a wealth of options. One of the key concepts to understand in working with JoomGallery is it's photo organization systems. Every photo in JoomGallery must exist inside a Category. However, a category can also contain other child categories. In this way, you can organize your photos using a series of nested categories.

Category Manager

Access: Select Components > JoomGallery > Category Manager

The Category Manager screen will be displayed.


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_joomgallery&act=categories
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 1 Logout
Category Manager
Publish Unpublish New Edit Remove CPanel
Category Manager | Picture Manager | Comments Manager | Votes Manager | Picture Upload | Batch Upload | FTP Upload | Java Upload
Configuration Manager | Customize CSS | Migration Manager | Help and Information
Search: Sort by order ascending by ordering number Filter by type
ID Category Parent Category Published Owner Type Access Reorder
2 Muskoka Wharf Administrator Public 1
1 Gravenhurst From the Water Administrator Public 2
Display # 20
JOOM :: GALLERY
By: JoomGallery::ProjectTeam
[Based on: JoomGallery 1.0.0 by JoomGallery::ProjectTeam]
Version 1.5 RC, BUILD 20090206
Joomla! is Free Software released under the GNU/GPL License.
Done

The following information is displayed:

ID
: The category identification number

Category
: The category name

Parent Category

If the category is a child of another category, that category name will appear here

Published

A green check will appear if the category is published, a red cross if not. Click the icon to toggle the category between states

Owner

The creator of the category

Access

The level of Joomla user required to view the category's content

Reorder

You can use the **Up** or **Down** arrows to alter the order in which the Category items are displayed

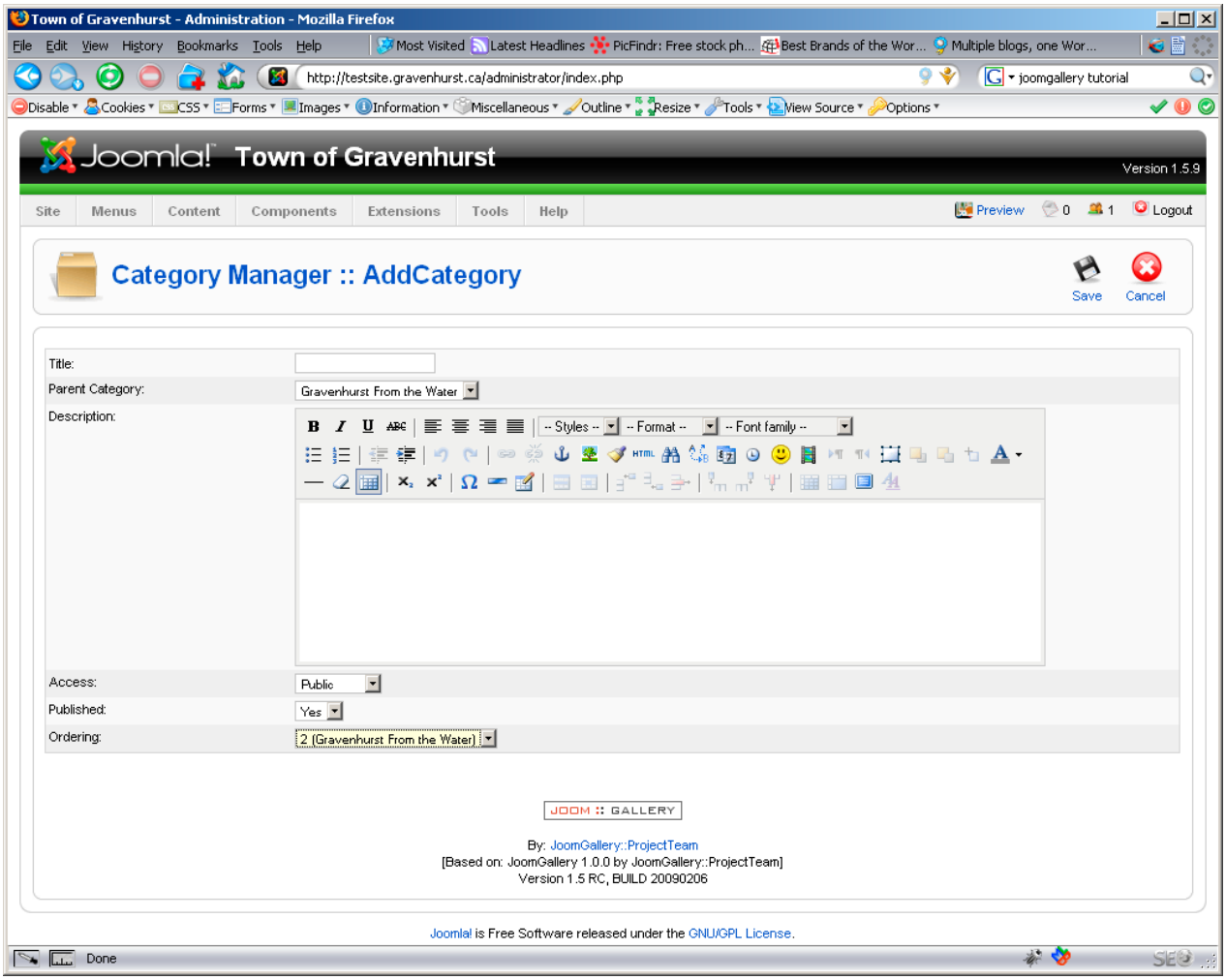
Order

You can enter the order in which you want the Category items to be displayed. Click the **Save** button to save the changes.

Create a New Category

Access: Select Components > JoomGallery > Category Manager > New

The Category Manager :: Add Category screen will be displayed



Complete the following fields:

Title
: The name of the category

Parent Category
: If this is to be a child category, select it's parent from the drop down menu

Description
: A description of the category (optional)

Access
: The level of Joomla user required to view the category

Published
: Select Yes to have the category appear online

Click the **Save** button to create the category

Edit a Category

Access: Select Components > JoomGallery > Category Manager

Click the name of the category you wish to edit

The Category Manager :: Edit Category screen will be displayed. Edit the fields as required and then click the **Save** button to update the category .

Delete a Category

Access: Select Components > JoomGallery > Category Manager

Select the checkbox next to the category(categories) you wish to delete.

Click the **Remove** button to delete the category(categories).

Picture Manager

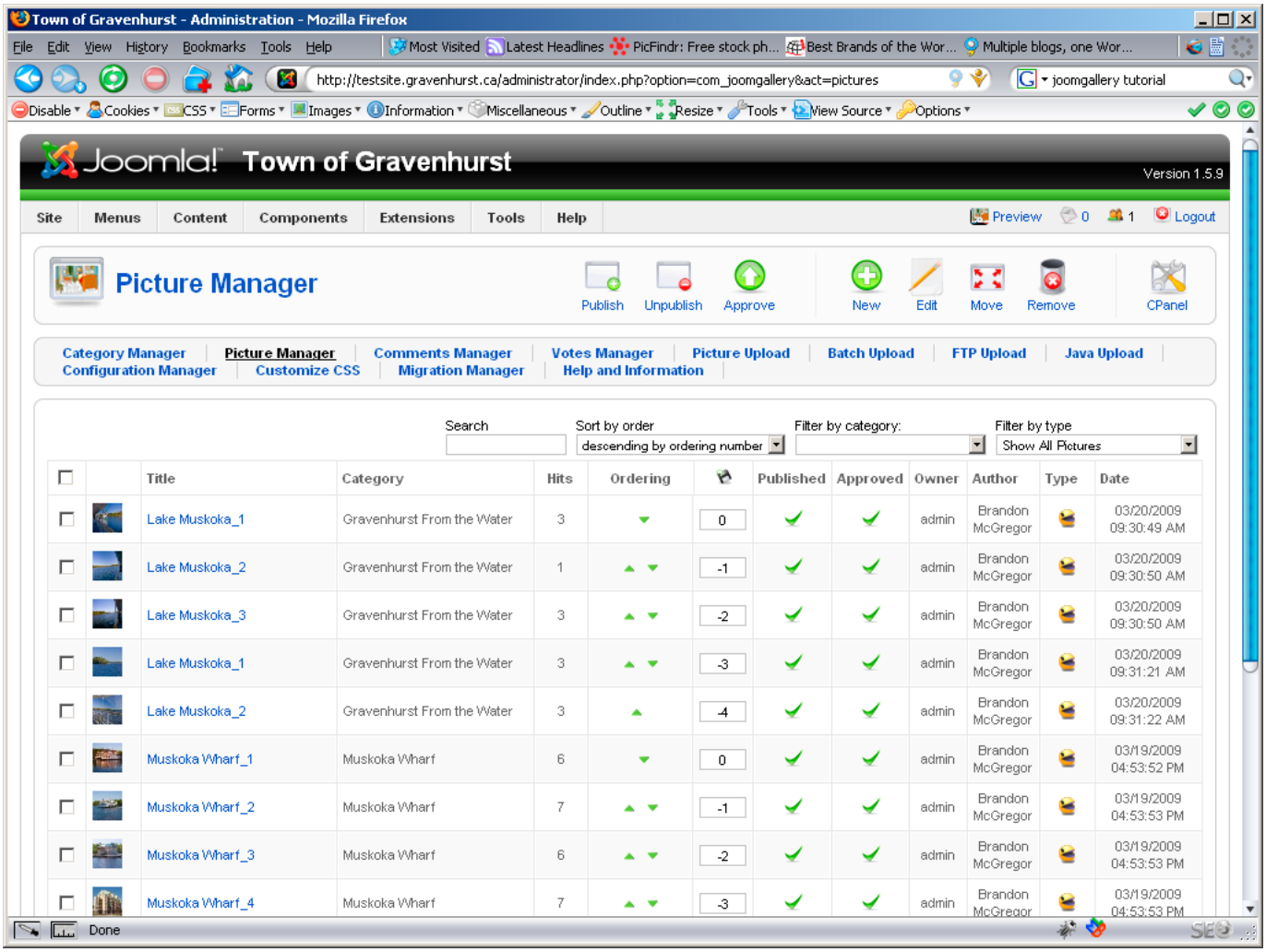
Access: Select Components > JoomGallery > Picture Manager

The Picture Manager screen will be displayed with the following information:

Title
: The name of the picture

Category
: The name of the category the picture belongs to

Hits
: The number of times the picture has been viewed by site visitors


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_joomgallery&act=pictures
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 1 Logout
Picture Manager
Publish Unpublish Approve New Edit Move Remove CPanel
Category Manager | Picture Manager | Comments Manager | Votes Manager | Picture Upload | Batch Upload | FTP Upload | Java Upload
Configuration Manager | Customize CSS | Migration Manager | Help and Information
Search
Sort by order
descending by ordering number
Filter by category:
Filter by type
Show All Pictures
Title Category Hits Ordering Published Approved Owner Author Type Date
Lake Muskoka_1 Gravenhurst From the Water 3 0 admin Brandon McGregor 03/20/2009 09:30:49 AM
Lake Muskoka_2 Gravenhurst From the Water 1 -1 admin Brandon McGregor 03/20/2009 09:30:50 AM
Lake Muskoka_3 Gravenhurst From the Water 3 -2 admin Brandon McGregor 03/20/2009 09:30:50 AM
Lake Muskoka_1 Gravenhurst From the Water 3 -3 admin Brandon McGregor 03/20/2009 09:31:21 AM
Lake Muskoka_2 Gravenhurst From the Water 3 -4 admin Brandon McGregor 03/20/2009 09:31:22 AM
Muskoka Wharf_1 Muskoka Wharf 6 0 admin Brandon McGregor 03/19/2009 04:53:52 PM
Muskoka Wharf_2 Muskoka Wharf 7 -1 admin Brandon McGregor 03/19/2009 04:53:53 PM
Muskoka Wharf_3 Muskoka Wharf 6 -2 admin Brandon McGregor 03/19/2009 04:53:53 PM
Muskoka Wharf_4 Muskoka Wharf 7 -3 admin Brandon McGregor 03/19/2009 04:53:53 PM
Done

Ordering

You can use the **Up** or **Down** arrows to alter the order in which the pictures appear or enter the order you wish them to appear and click the **Save** button

Published

A green check will appear if the picture is published, a red cross if not. Click the icon to toggle the picture between states

Approved

A green check will appear if the picture has been approved for display on the site, a red cross if not. Click the icon to toggle the picture between states

Owner

The name of the user who uploaded the picture

Author

The name of the photographer as entered by the Owner

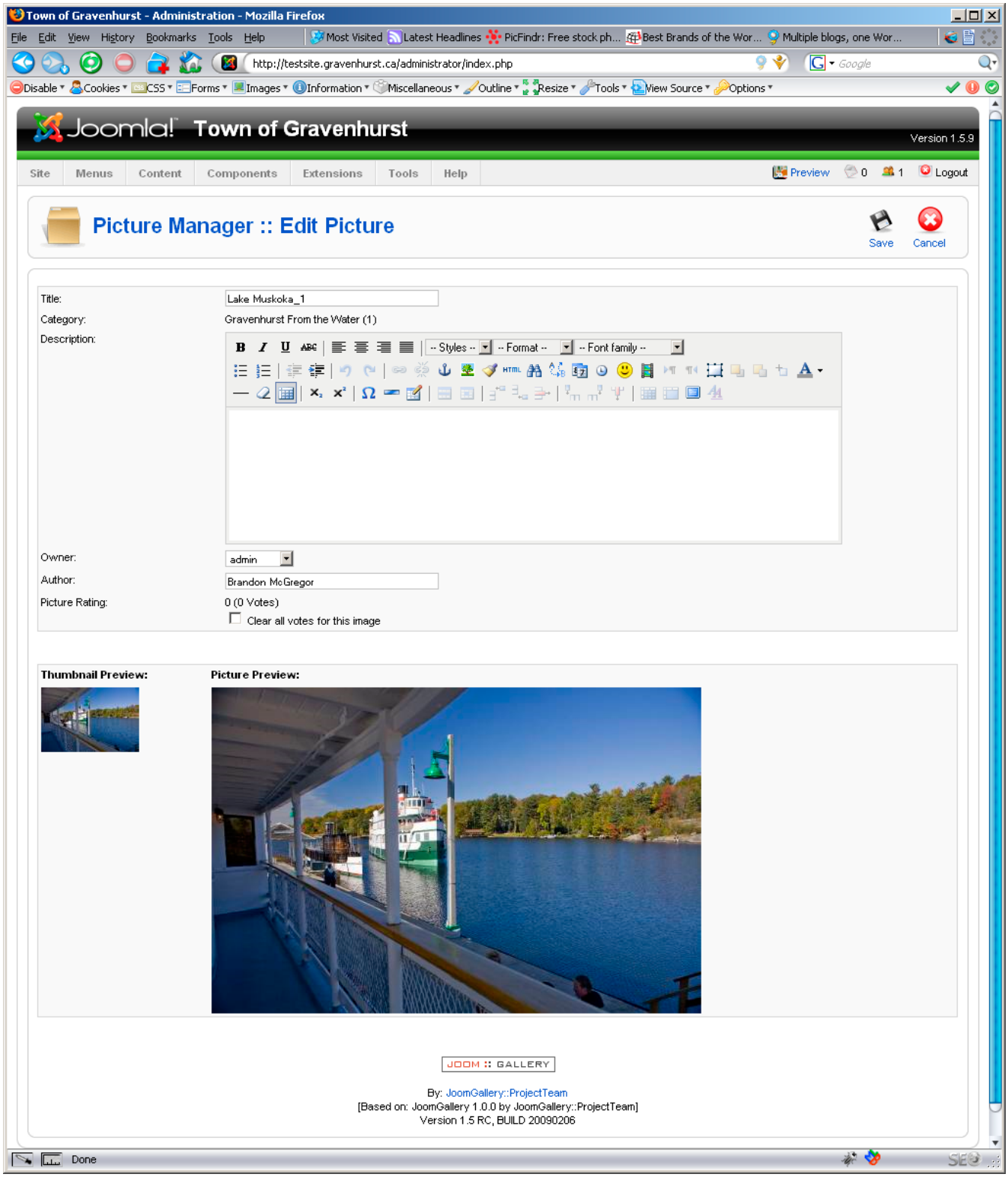
Date

The date and time the picture was uploaded.

Edit a Picture

Access: Select Components > JoomGallery > Picture Manager

Click the name of the picture you wish to edit

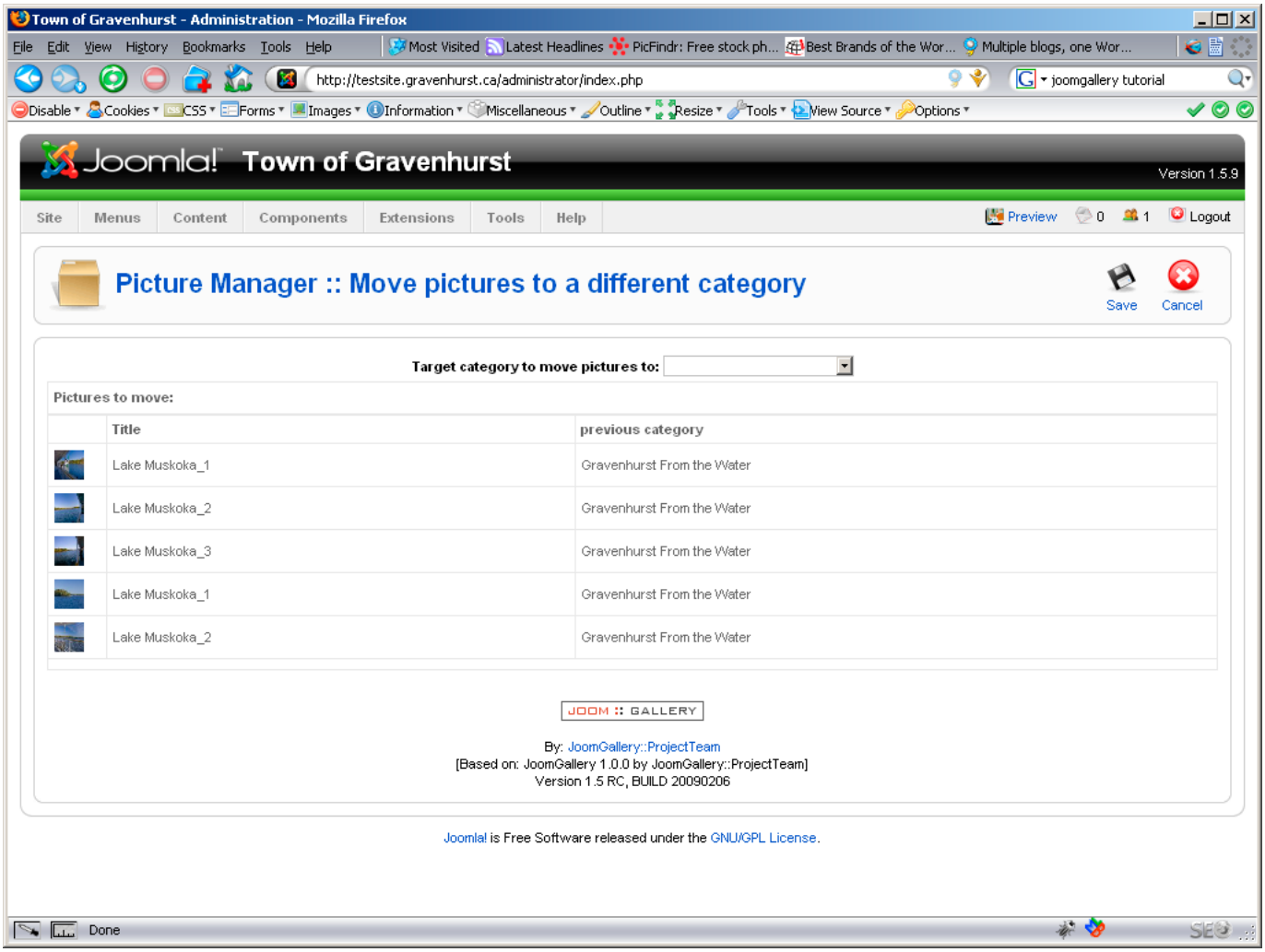


The Picture Manager :: Edit Picture screen will be displayed with a preview image of the picture being edited. Edit the fields as required and then click the **Save** button to update the picture information.

Move a Picture

Access: Select Components > JoomGallery > Picture Manager

Select the checkbox next to the picture(s) you wish to move.



Click the **Move** button.

The Picture Manger :: Move pictures to a different category screen will be displayed

Select the category you wish to move the pictures to from the Target category to move pictures to drop down and click the **Save** button to move the pictures.

Remove a Picture

Access: Select Components > JoomGallery > Picture Manager

Select the checkbox next to the picture(s) you wish to delete.

Click the **Remove** button to delete the picture(s).

Comments Manager

If comments are enabled, the Comment Manager will help you mange them. Here you can see all the comments made and approve or remove them, and publish or unpublish any comment with a few clicks.

Votes Manager

If voting is enabled, the Votes Manager will help you mange voting. Here you can **Reset Votes** for all images if you wish.

Uploading New Pictures

JoomGallery offers a number of ways of adding new photos to the gallery depending on which method best suits your needs and knowledge. Here we'll highlight the most common types of upload.

Note: In order to give the site visitor the best experience (fast downloads) and keep from using too many resources on the server (images are very resource intensive) any image should be optimized before uploading, this is particularly important in the photo gallery. Ideally, the image should be no more than 1000 pixels in any dimension and with an optimized file compression scheme before being uploaded to the server. Once there, the server will automatically create the thumbnail images necessary. Optimizing images for the web is beyond the scope of this document, but many excellent books and online tutorials are available.

Picture Upload

Access: Select Components > JoomGallery > Picture Upload

The Picture Upload screen will be displayed (shown next page).

Here you can upload up to 10 images by clicking the Browse button next to each of the 10 Select Image inputs. You do not have to complete all 10 spots. You can then complete the following fields to apply properties to all the pictures being uploaded:

Category photos will be assigned to
: Select the category from the drop down menu

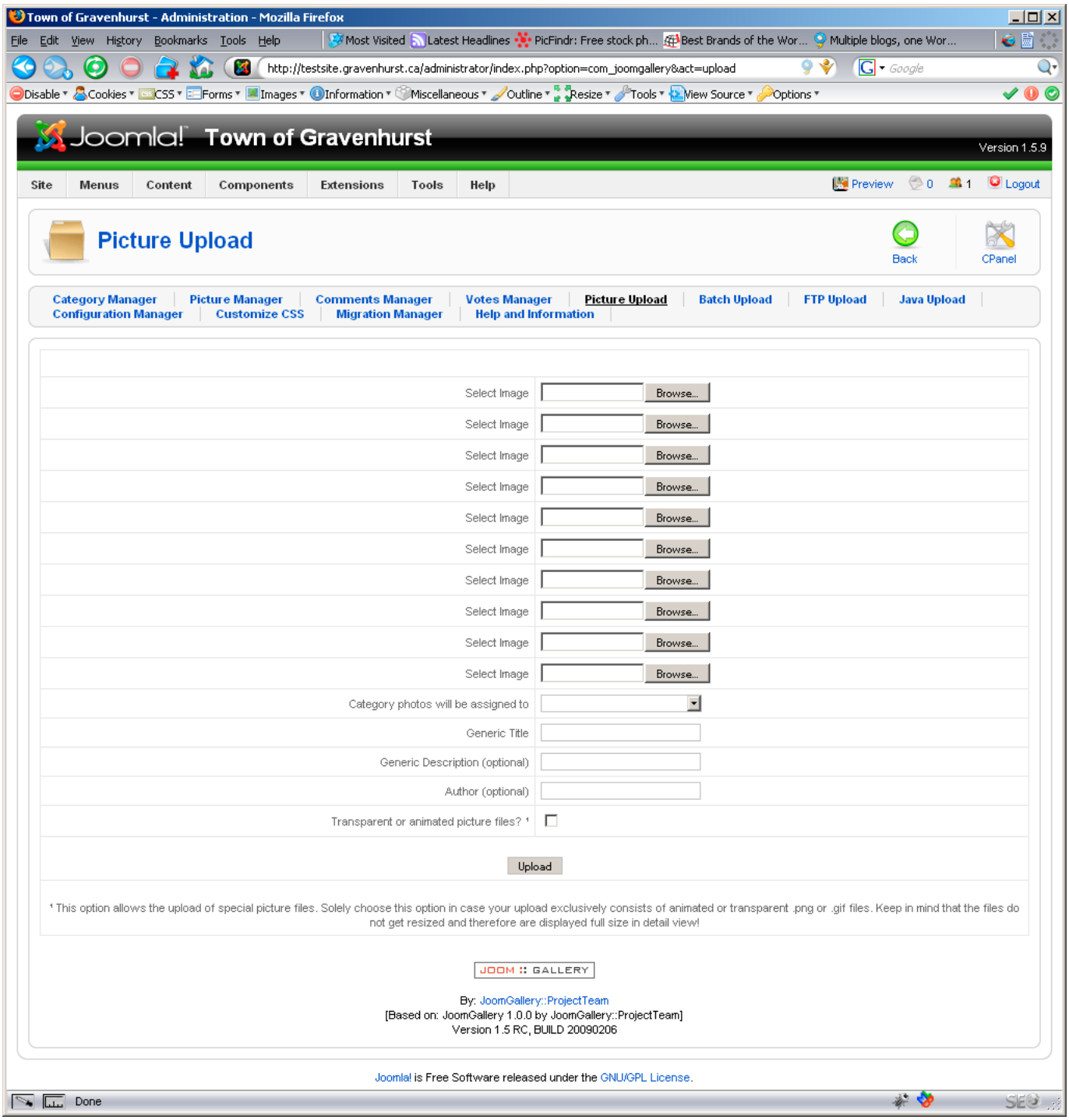
Generic Title
: Type a generic title, the system will automatically append a number to the end of the title.

Generic Description
: Give these pictures a generic description (optional)

Author
: The name of the photographer who created the picture (optional)

Transparent or animated picture files
: This option allows the upload of special picture files. Only choose this option if your upload exclusively consists of animated or transparent .png or .gif files. Keep in mind that the files do not get resized and therefore are displayed full size in detail view!

Click the Upload button when you have completed the form



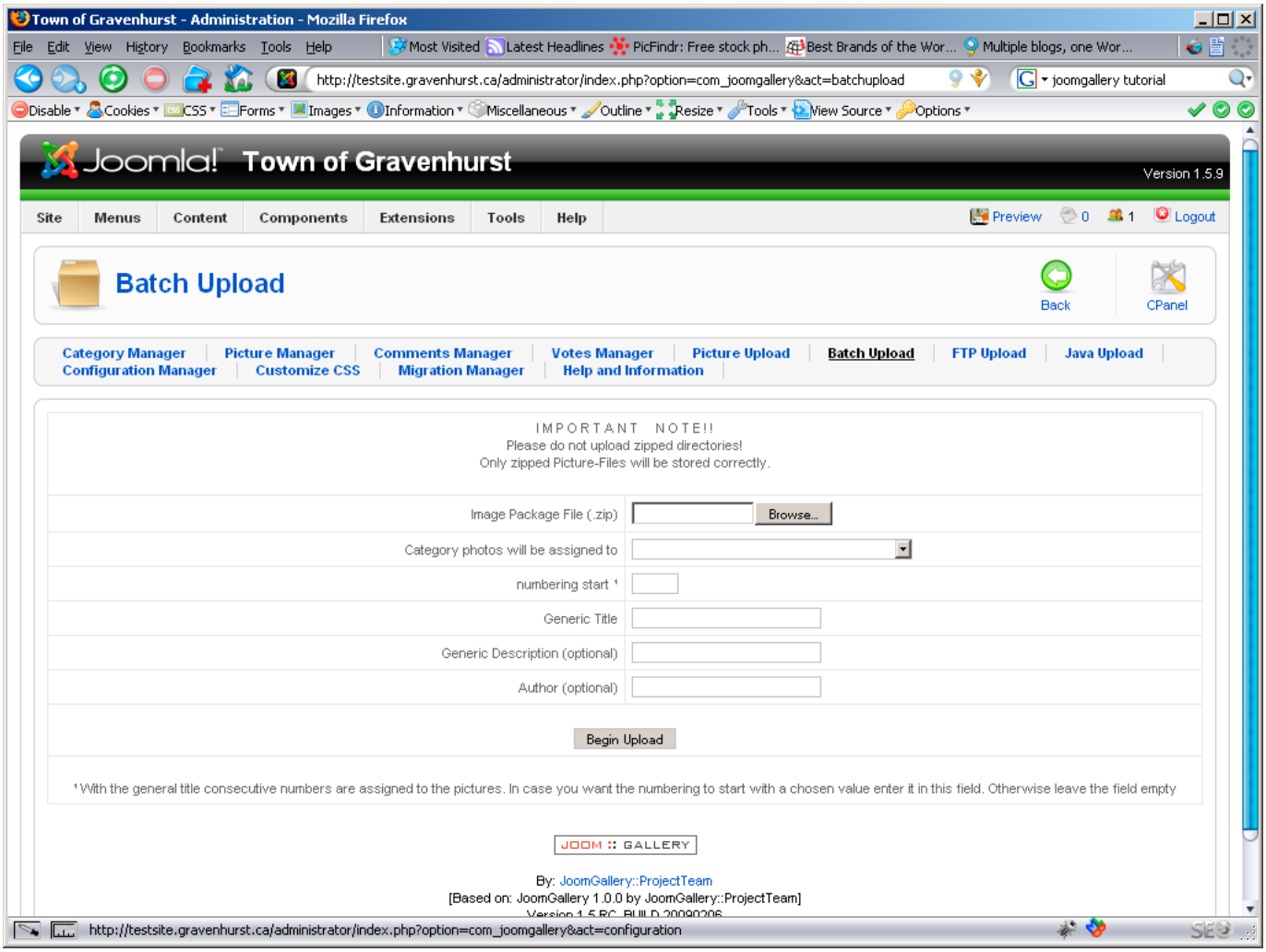
Batch Upload

If you have a number of images to upload you may want to use the batch upload feature. Images still need to be correctly optimized prior to upload, but rather than uploading a series of individual photos, you can upload a single zip archive created on your computer. Consult the manual that came with your archiving software for more information on how to zip a set of files.

Access: Select Components > JoomGallery > Batch Upload

The Batch Upload screen will be displayed.

Complete the following fields to apply properties to all the pictures in the archive file:



Category photos will be assigned to
: Select the category from the drop down menu

Numbering Start
: Consecutive numbers are appended to the **Generic Title** and assigned to the pictures. In case you want the numbering to start with a chosen value enter it in this field. Otherwise leave the field empty

Generic Title
: Type a generic title, the system will automatically append a number to the end of the title.

Generic Description
: Give these pictures a generic description (optional)

Author
: The name of the photographer who created the picture (optional)

Click the Begin Upload button after selecting the archive file and completing the fields. The system will automatically extract your images from the archive and process them as usual.

FTP Upload

If you have a number of images to upload and have access to FTP software and the server login information, you may want to use the FTP upload feature. Images still need to be correctly optimized prior to upload, but rather than uploading through the relatively slow HyperText Transfer Protocol (HTTP) you can use the much faster File Transfer Protocol (FTP). There is a wide variety of FTP clients available each with differing methods of operation, so you'll have to consult the manual for your FTP software for instructions on how to login to your server.

Once connected to the FTP server, browse to JoomGallery's FTP Upload folder. This can be changed by the administrator but by default will be /components/com_joomgallery/ftp_upload/ To verify the correct address, browse to the FTP upload screen in the administrator panel where the full path will be displayed.

Once the images are uploaded into the folder, access the FTP Upload screen.

Access: Select Components > JoomGallery > FTP Upload

The FTP Upload screen will be displayed.

The filenames of the pictures you just uploaded will be displayed in the **Please select the pictures list**. Select the files to add to the gallery here by clicking on them. You may Ctrl/Cmd click to select multiple files, or Shift click to select a range of files.

You must also complete the following fields to apply properties to all the pictures selected:

Category photos will be assigned to
: Select the category from the drop down menu

Numbering Start
: Consecutive numbers are appended to the **Generic Title** and assigned to the pictures. In case you want the numbering to start with a chosen value enter it in this field. Otherwise leave the field empty

Generic Title
: Type a generic title, the system will automatically append a number to the end of the title.

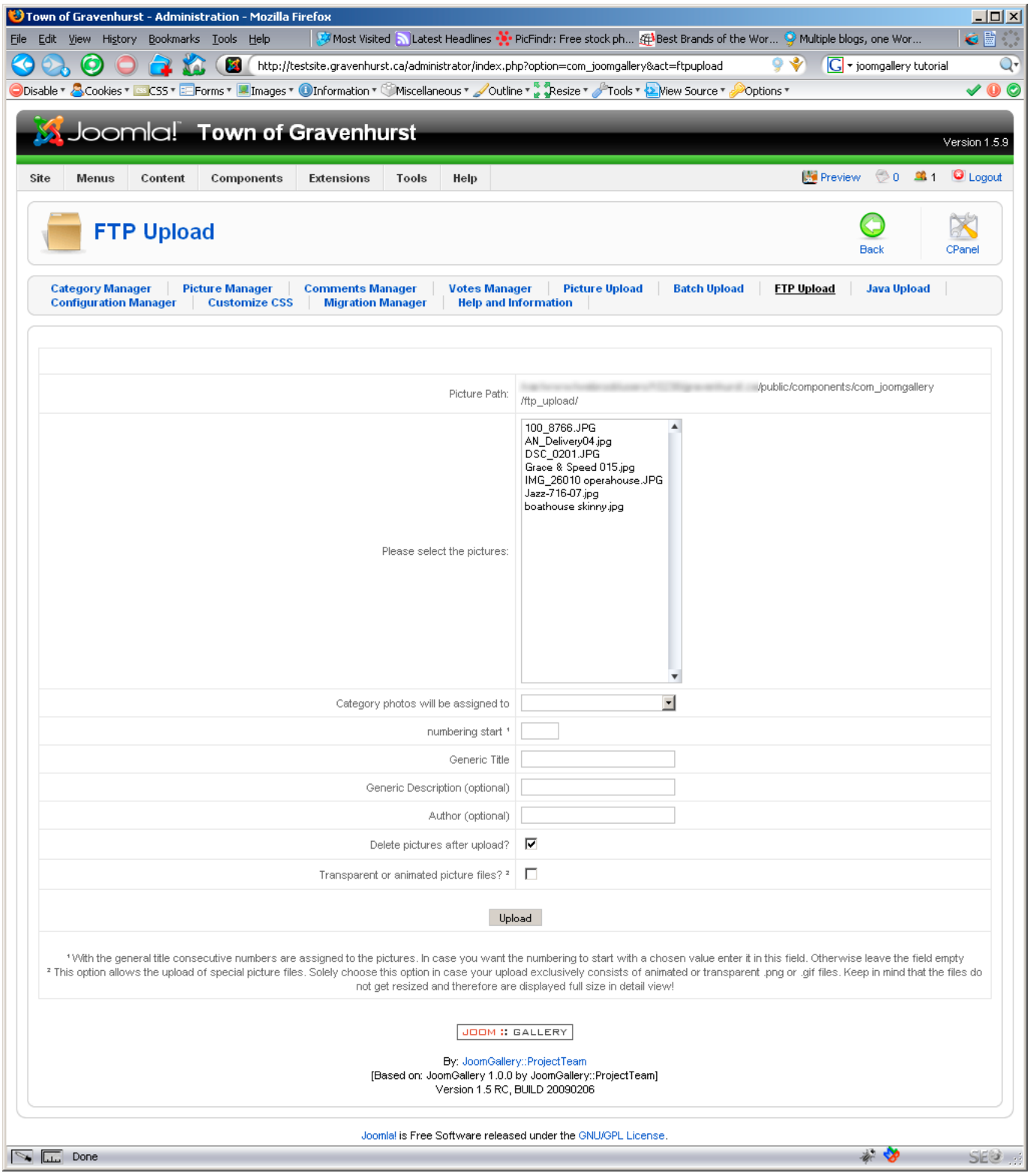
Generic Description
: Give these pictures a generic description (optional)

Author
: The name of the photographer who created the picture (optional)

Delete pictures after upload
: Ensure this box is checked to remove the pictures from the FTP upload folder after they have been processed and added to the gallery category you selected. If this is not checked, you will have to remove the files manually using your FTP client.

Transparent or animated picture files?
: This option allows the upload of special picture files. Only choose this option if your upload exclusively consists of animated or transparent .png or .gif files. Keep in mind that the files do not get resized and therefore are displayed full size in detail view!

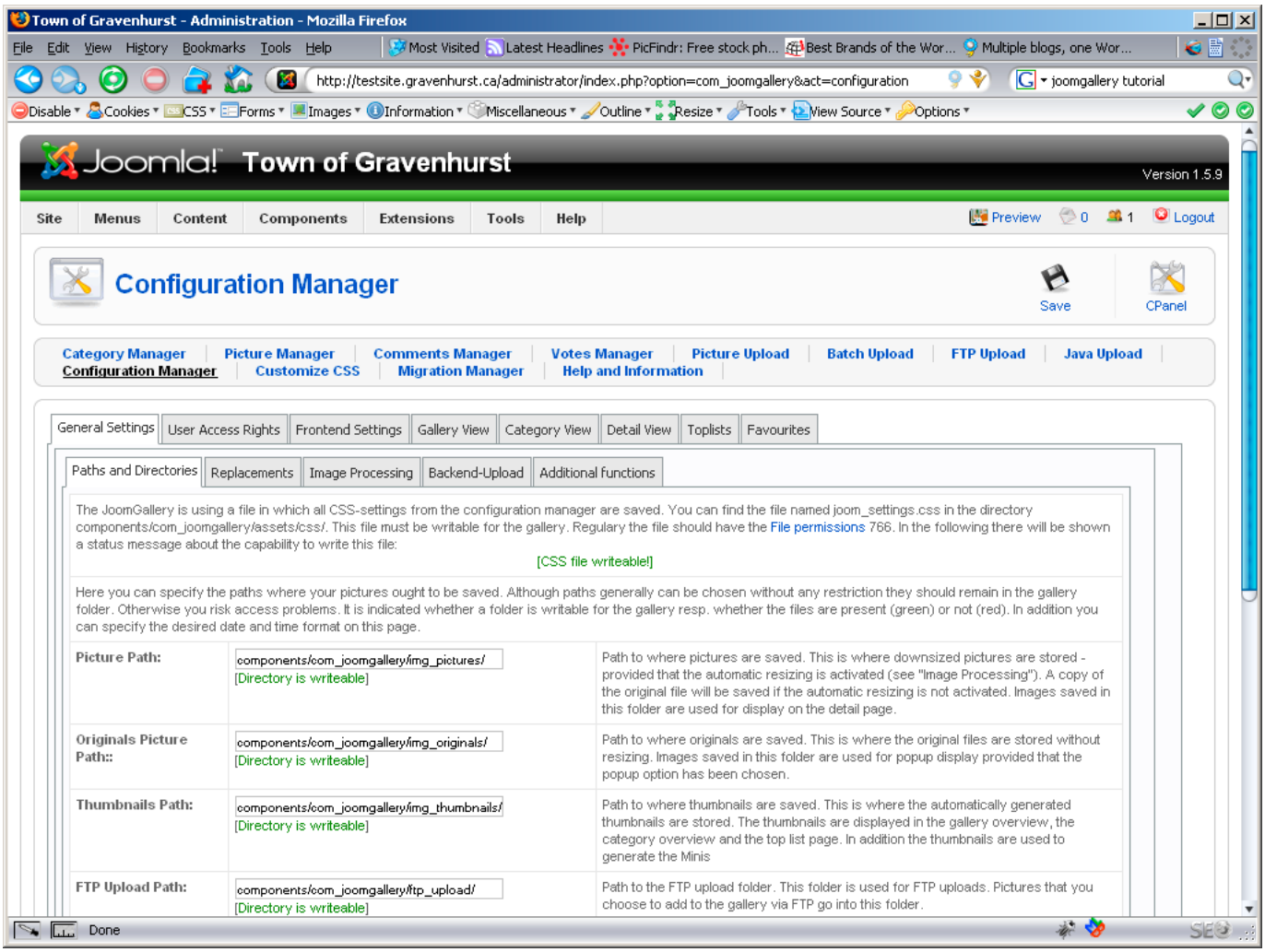
Click the Upload button after selecting the files and completing the fields. The system will automatically process the selected images as usual and remove them from the FTP Upload folder if so selected.


Town of Gravenhurst - Administration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_joomgallery&act=ftpupload
Joomla! Town of Gravenhurst
Version 1.5.9
Site
Menus
Content
Components
Extensions
Tools
Help
Preview
0
1
Logout
FTP Upload
Back
CPanel
Category Manager
Picture Manager
Comments Manager
Votes Manager
Picture Upload
Batch Upload
FTP Upload
Java Upload
Configuration Manager
Customize CSS
Migration Manager
Help and Information
Picture Path:
/public/components/com_joomgallery
/ftp_upload/
Please select the pictures:
100_8766.JPG
AN_Delivery04.jpg
DSC_0201.JPG
Grace & Speed 015.jpg
IMG_26010 operahouse.JPG
Jazz-716-07.jpg
boathouse skinny.jpg
Category photos will be assigned to
numbering start ¹
Generic Title
Generic Description (optional)
Author (optional)
Delete pictures after upload?
Transparent or animated picture files? ²
Upload
¹ With the general title consecutive numbers are assigned to the pictures. In case you want the numbering to start with a chosen value enter it in this field. Otherwise leave the field empty
² This option allows the upload of special picture files. Solely choose this option in case your upload exclusively consists of animated or transparent .png or .gif files. Keep in mind that the files do not get resized and therefore are displayed full size in detail view!
JOOM :: GALLERY
By: JoomGallery::ProjectTeam
[Based on: JoomGallery 1.0.0 by JoomGallery::ProjectTeam]
Version 1.5 RC, BUILD 20090206
Joomla! is Free Software released under the GNU/GPL License.
Done

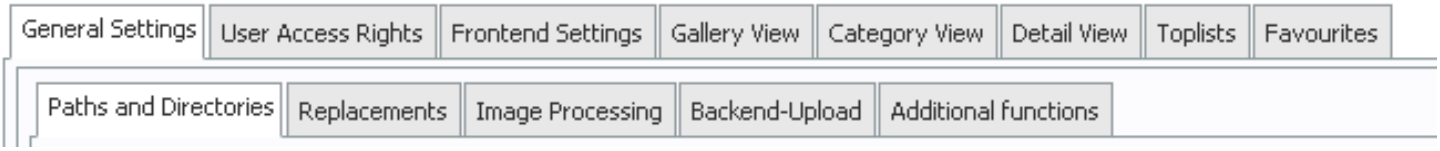
Configuration Manager

Access: Select Components > JoomGallery > Configuration Manager

The Configuration Manager screen will be displayed.


Town of Gravenhurst - Administration - Mozilla Firefox
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 1 Logout
Configuration Manager
Save
CPanel
Category Manager | Picture Manager | Comments Manager | Votes Manager | Picture Upload | Batch Upload | FTP Upload | Java Upload
Configuration Manager | Customize CSS | Migration Manager | Help and Information
General Settings | User Access Rights | Frontend Settings | Gallery View | Category View | Detail View | Toplists | Favourites
Paths and Directories | Replacements | Image Processing | Backend-Upload | Additional functions
The JoomGallery is using a file in which all CSS-settings from the configuration manager are saved. You can find the file named joom_settings.css in the directory components/com_joomgallery/assets/css/. This file must be writable for the gallery. Regulary the file should have the File permissions 766. In the following there will be shown a status message about the capability to write this file:
[CSS file writeable!]
Here you can specify the paths where your pictures ought to be saved. Although paths generally can be chosen without any restriction they should remain in the gallery folder. Otherwise you risk access problems. It is indicated whether a folder is writable for the gallery resp. whether the files are present (green) or not (red). In addition you can specify the desired date and time format on this page.
Picture Path: components/com_joomgallery/img_pictures/ [Directory is writeable]
Path to where pictures are saved. This is where downsized pictures are stored - provided that the automatic resizing is activated (see "Image Processing"). A copy of the original file will be saved if the automatic resizing is not activated. Images saved in this folder are used for display on the detail page.
Originals Picture Path:: components/com_joomgallery/img_originals/ [Directory is writeable]
Path to where originals are saved. This is where the original files are stored without resizing. Images saved in this folder are used for popup display provided that the popup option has been chosen.
Thumbnails Path: components/com_joomgallery/img_thumbnails/ [Directory is writeable]
Path to where thumbnails are saved. This is where the automatically generated thumbnails are stored. The thumbnails are displayed in the gallery overview, the category overview and the top list page. In addition the thumbnails are used to generate the Minis
FTP Upload Path: components/com_joomgallery/ftp_upload/ [Directory is writeable]
Path to the FTP upload folder. This folder is used for FTP uploads. Pictures that you choose to add to the gallery via FTP go into this folder.
Done

From here, nearly every possible configuration setting for JoomGallery can be updated. Due to the sheer number of settings available we won't detail them here, but rest assured that each setting has an extremely helpful note explaining the setting and what it affects. These settings should only be changed by the Super-Administrator with care, but regardless of what type of update is required, there is sure to be a setting for it here.



Above is a preview of the tabs available in the Configuration Manager, each of the main top tabs has its own set of sub-tabs available.

Appendix C: Managing Events with jEvents

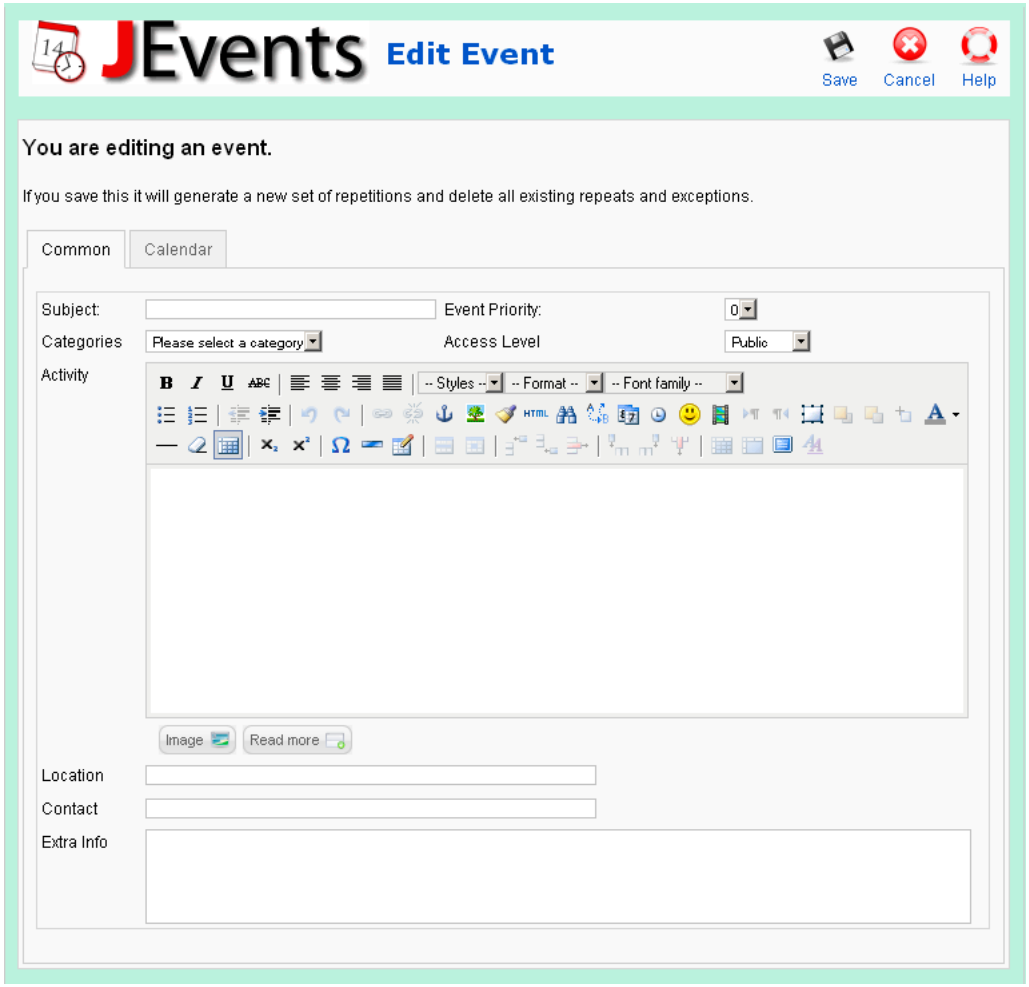
Front-End Functions

Once logged into Joomla in the front end, you'll see a JEvents menu below the calendar. From here you can filter how you see the calendar by seeing unpublished events, only your events, or a specific category. You'll also see a link to add a new event.

Adding an Event

Access: Select Add an event(ICAL)

The Edit Event screen will be displayed.



Toolbar Buttons: Save and Cancel are available.

Complete the following information:

Subject
: A short title for your event

Category
: Select a category for the event from the drop down menu. All events must have a category.

Event Priority
: If multiple events fall on the same day at the same time, the one with the lowest priority value will appear first in the list.

Access Level
: Public allows all site visitors to see your event, Registered means your event only appear for logged in users.

Activity
: Fill in the details using the editor window

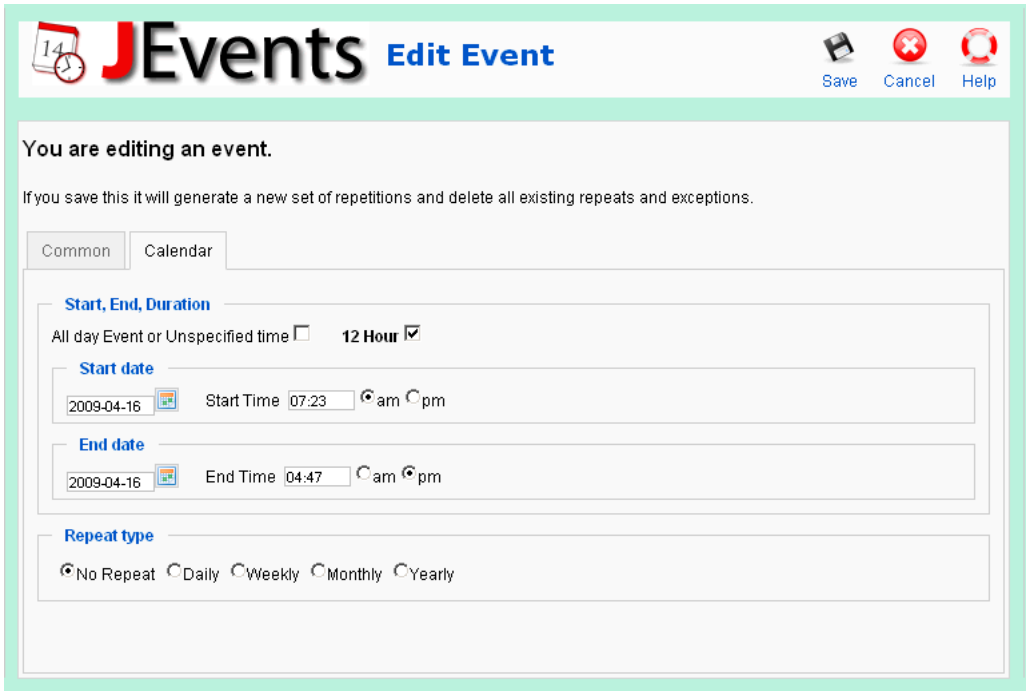
Location
: Where is the event taking place

Contact
: Who to contact for more information

Extra Info
: Anything else that doesn't fit above

Note: Additional information fields (those that appear below the editor window) may vary depednding on how the administrators have configured the site.

Click the **Calendar** tab to set the dates and repetition.



All day Event or Unspecified time
: Check this if your event is a full day event or takes place at an indeterminate time.

12 Hour
: When this is checked, you can enter start and end times using a 12 hour clock (am, pm). When unchecked times are specified using the 24 hour clock.

Start date
: Enter the starting date by clicking on the **calendar** icon and enter the start time

End date

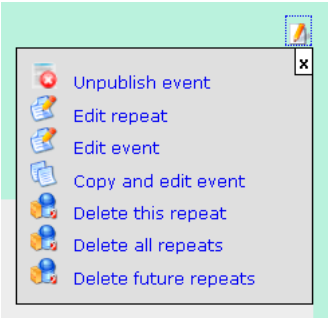
Enter the ending date by clicking on the **calendar** icon and entering the end time

Repeat type

If your event is recurring, select the radio button next to the recurrence type. Further options will appear
Daily: Enter the **Repeat Interval** (number of days between repeats), and choose either **Repeat Count** (to repeat the event ***x*** number of times) or **Repeat Until** (to select the last date from a calendar)
Weekly: Enter the **Repeat Interval**, **Repeat Count** or **Repeat Until**, and the week day(s) the event occurs (**By Day**)
Monthly: Enter the **Repeat Interval**, **Repeat Count** or **Repeat Until**, and the **By Month Day** (the ***x*** day of the month, or ***x*** from last day when checking **Count back from month end**) or the **By Day**(to select the day of the week, and week of the month that the event takes place)
Yearly: Enter the **Repeat Interval**, **Repeat Count** or **Repeat Until**, and the **By Year Day** (the number of days from the start or end of the year the event takes place on

Edit an Event

When a user is logged in and views an event detail page, a small edit icon will appear to the right of the event title, clicking that will open a menu listing ways in which you can edit the event.



Unpublish event

Unpublish the event so that it is not visible to site visitors, but is still available to be edited later

Edit repeat

Change the repeat settings

Edit event

Edit the event details

Copy and edit event

Copy this events details and open the editing panel to create a new event based on this one

Delete this repeat

Delete only this repetiton occurance of this event

Delete all repeats

Deletes all occurances of this event

Delete future repeats

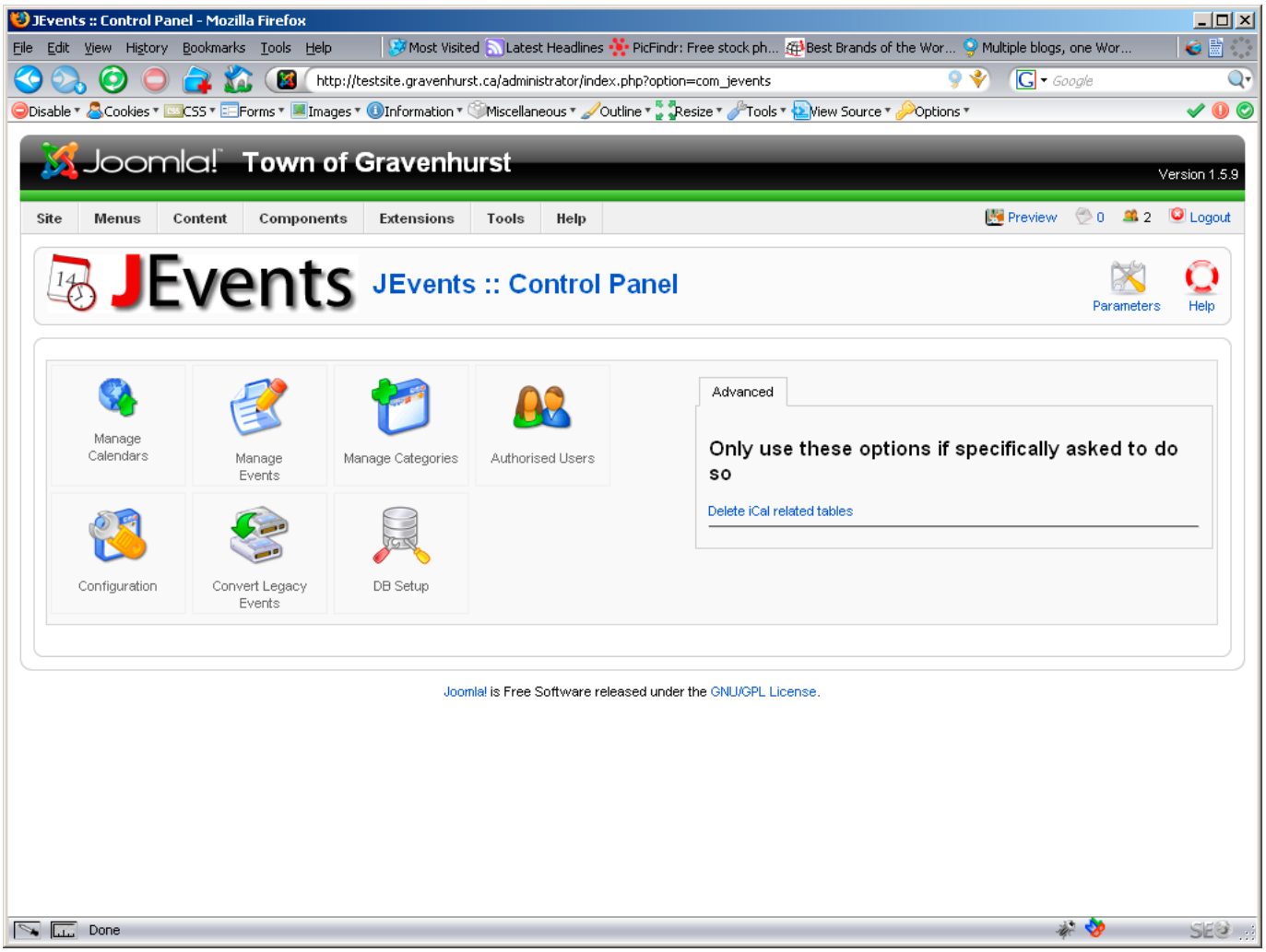
Delete all repeats of this event that have yet to occur

Note: Editing the repetition settings of an event will overwrite the existing event and may cause unforeseen results

---

Access: Select Components > JEvents MVC

The JEvents Control Panel will be displayed.



From the control panel you can:

- Configure global calendar settings
- Manage calendars
- Manage events
- Manage categories
- Manage users
- Configure JEvents
- Convert legacy events
- Setup the database
- Delete calendar related tables

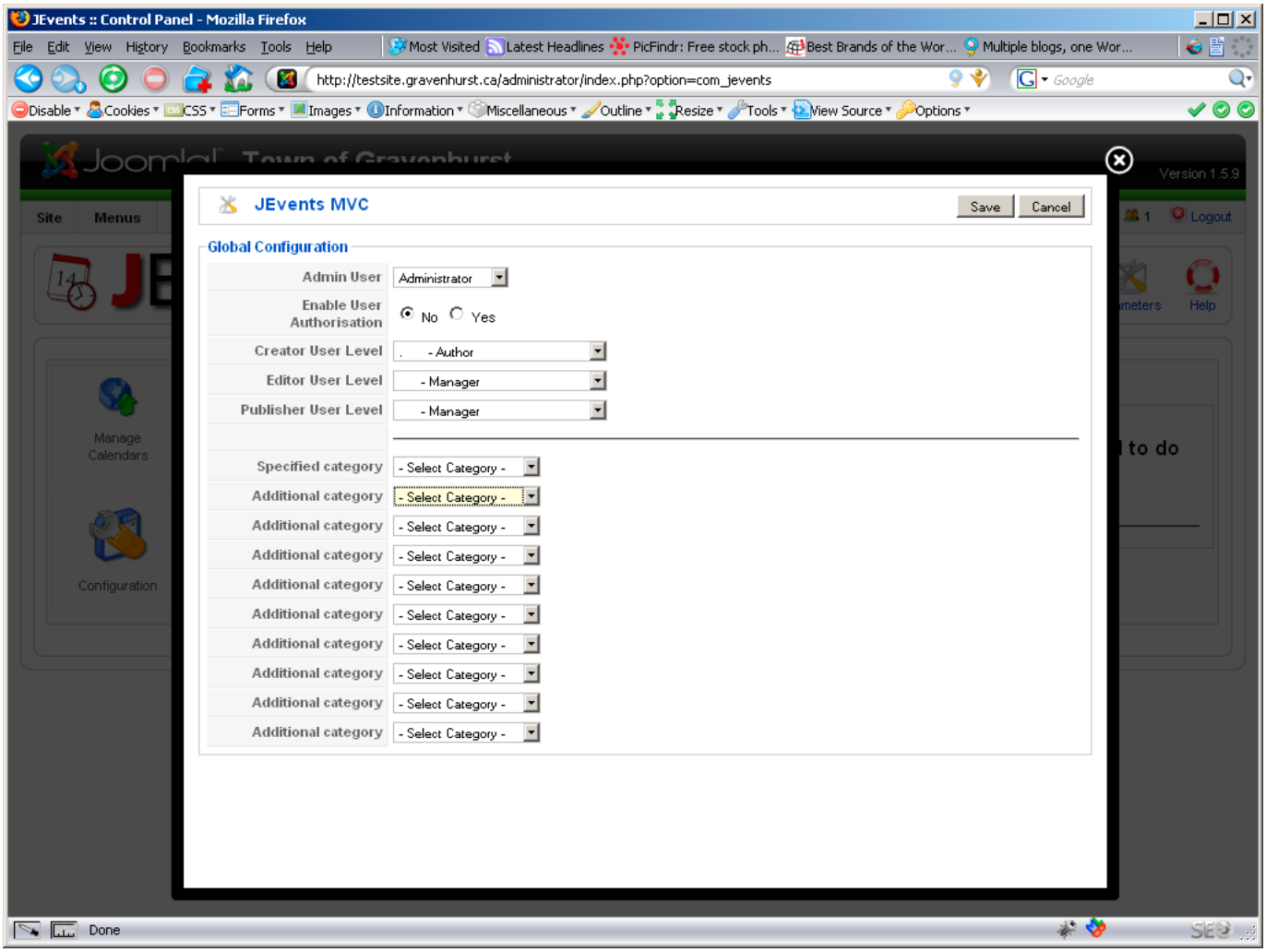
Note: The last three options are advanced configuration options that shouldn't be used unless you have a specific reason to do so. These commands could damage the database, destroying the events information.

Setting Up the Global Parameters

From here you can determine how the JEvents calendar system behave across the website.

Access: Select Components > JEvents MVC > Parameters

The parameters pop up will be displayed.



You can alter the following information:

Admin User
: The user from the Joomla! system that will act as the JEvents administrator

Enable User Authorisation
: If yes then only authorised users can create events etc. otherwise any user of the following levels can undertake these tasks.

Creator User Level
: User Level required to be event creator

Editor User Level
: User Level required to be event editor

Publisher User Level
: User Level required to be publish and mangage events

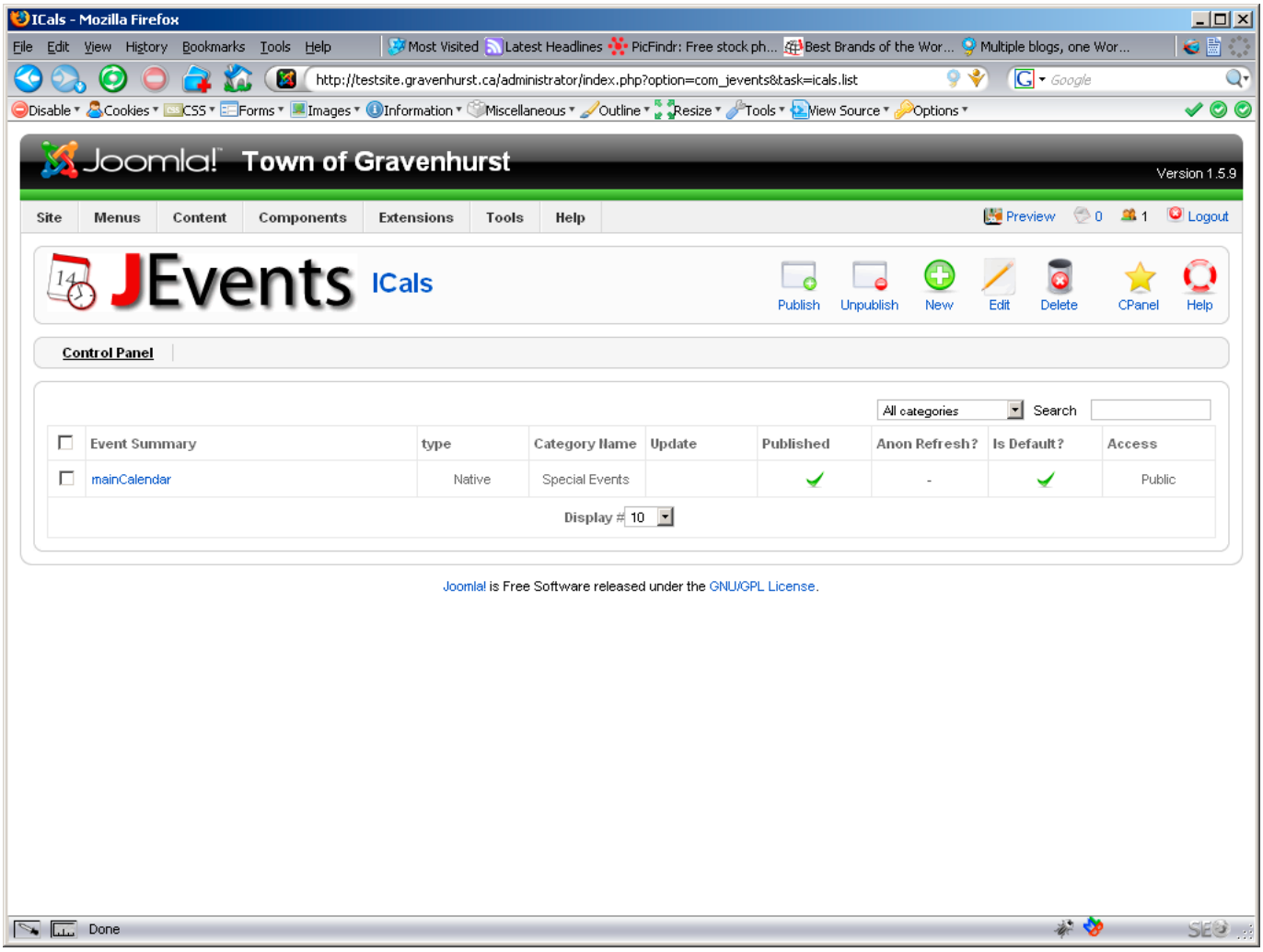
Specified category
: Shows events only from the selected category

Additional category (multiple)
: Also include events from this additional category

Manage Calendars

Access: Select Components > JEvents MVC > Manage Calendars

The ICals screen will be displayed


ICals - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://testsite.gravenhurst.ca/administrator/index.php?option=com_jevents&task=icals.list
Joomla! Town of Gravenhurst
Version 1.5.9
Site Menus Content Components Extensions Tools Help
Preview 0 1 Logout
JEvents ICals
Publish Unpublish New Edit Delete CPanel Help
Control Panel
All categories Search
Event Summary type Category Name Update Published Anon Refresh? Is Default? Access
mainCalendar Native Special Events - Public
Display # 10
Joomla! is Free Software released under the GNU/GPL License.
Done

The following information is displayed:

Event Summary
: The unique name of the calendar

Type
: The calendar type

Category Name
: The default category type when adding an event to this calendar

Published
: Shows a green check if the calendar is currently published

Anon Refresh?
: Shows a green check if the calendar allows anonymous updates from a remote script

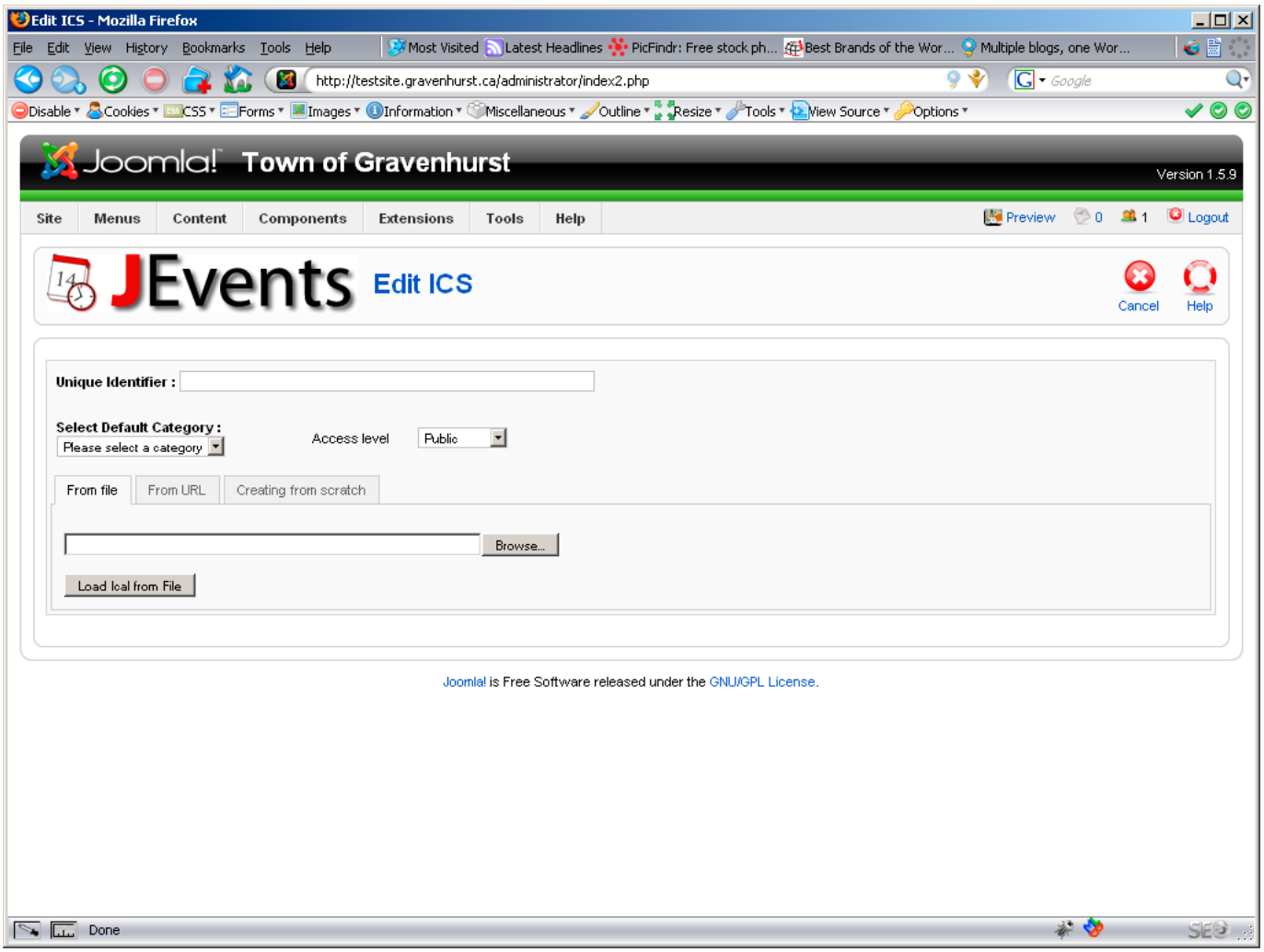
Is Default?
: Shows a green check if this is the default calendar

Access
: Shows what level of user has access to the calendar

Create a New Calendar

Access: Select Components > JEvents MVC > Manage Calendars > New

The Edit ICS screen will be displayed



Complete the following information:

Unique Identifier
: A unique name for the calendar to be used internally. Should not contain any special characters or spaces

Select Default Category
: The default category new events in this calendar will take

Access Level
: The level of Joomla user who the calendar will be available to

There are three ways to create a new calendar, depending on how you wish to create your calendar, select the appropriate tab and complete the following information

From File

Load Local from File
: Click **Browse** to select an iCal file from your computer to define the new calendar

From URL

Allow anonymous refresh
: Select **Yes** to allow a remote script to make updates to the calendar

Load Local From URL
: Enter the URL to a remote iCal

Creating from scratch

Is Default?
: Select **Yes** to make this the default calendar

Create Calendar from scratch
: Click here to create the calendar

Edit a Calendar

Access: Select Components > JEvents MVC > Manage Calendars

Click on the calendar name to open the edit window, or check the box next to the calendar name and click the **Edit** button

The Edit ICS screen will appear

From here you can edit the **Unique Identifier**, **Select Default Category**, **Access Level**, and any configuration options depending on how the calendar was created in the first place.

Publish and Unpublish a Calendar

Access: Select Components > JEvents MVC > Manage Calendars

Check the box next to the calendar you wish to publish or unpublish and click the **Publish** or **Unpublish** button as appropriate or click the icon in the **Published** column to toggle between the two.

Delete a Calendar

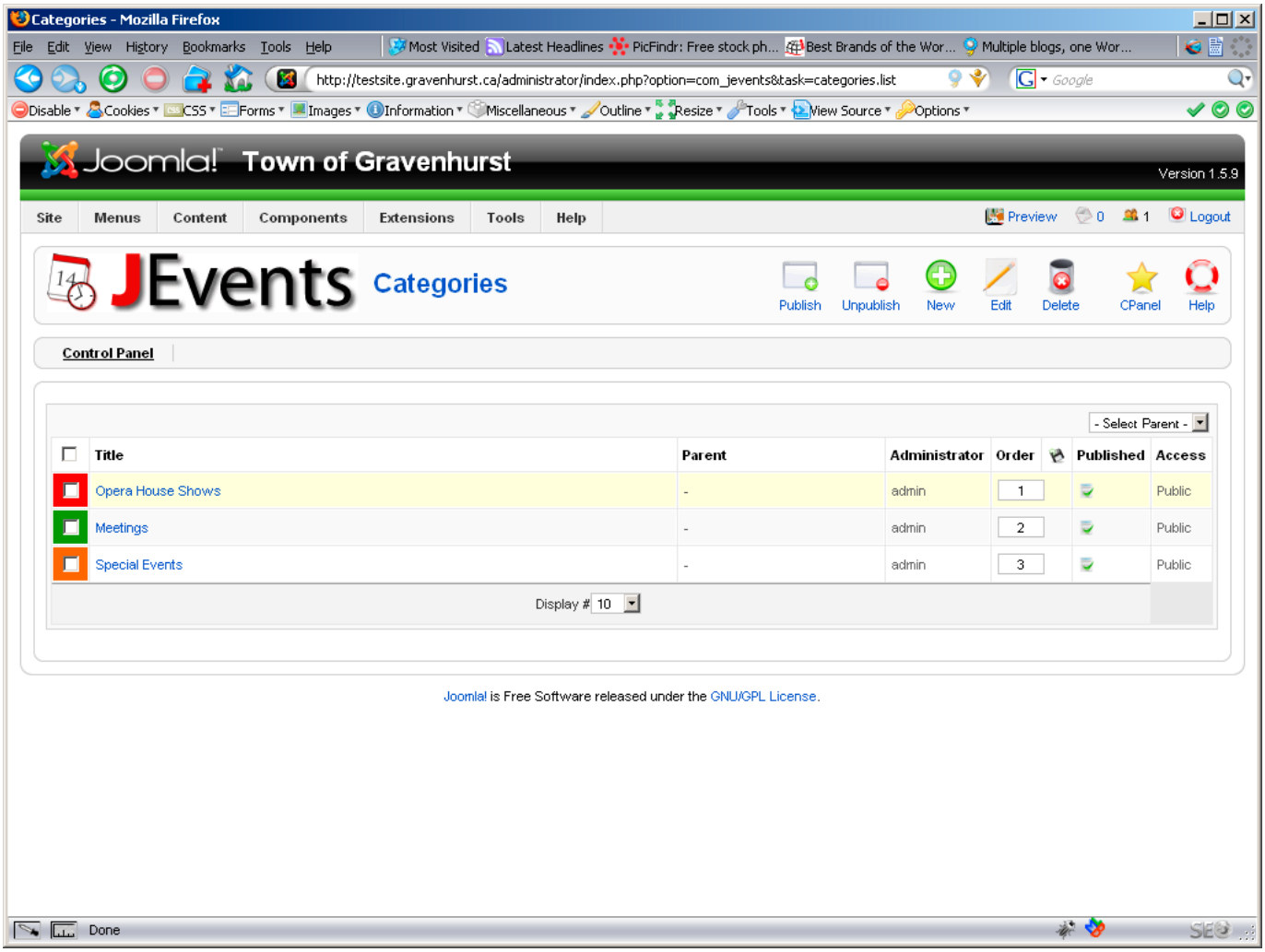
Access: Select Components > JEvents MVC > Manage Calendars

Check the box next to the calendar you wish to delete and click the **Delete** button

Manage Categories

Access: Select Components > JEvents MVC > Manage Categories

The Categories screen will be displayed showing the following information:



Title
: The title of the category

Parent
: The category parent if it's a child category

Administrator
: Shows the category administrator

Order
: Shows the order of categories. Enter a new order manually in the field provided and click the **Save** button to save the new order.

Published
: Shows an icon denoting the category as Published or Unpublished. Click the icon to toggle between states.

Access
: The Joomla user level required to see the category

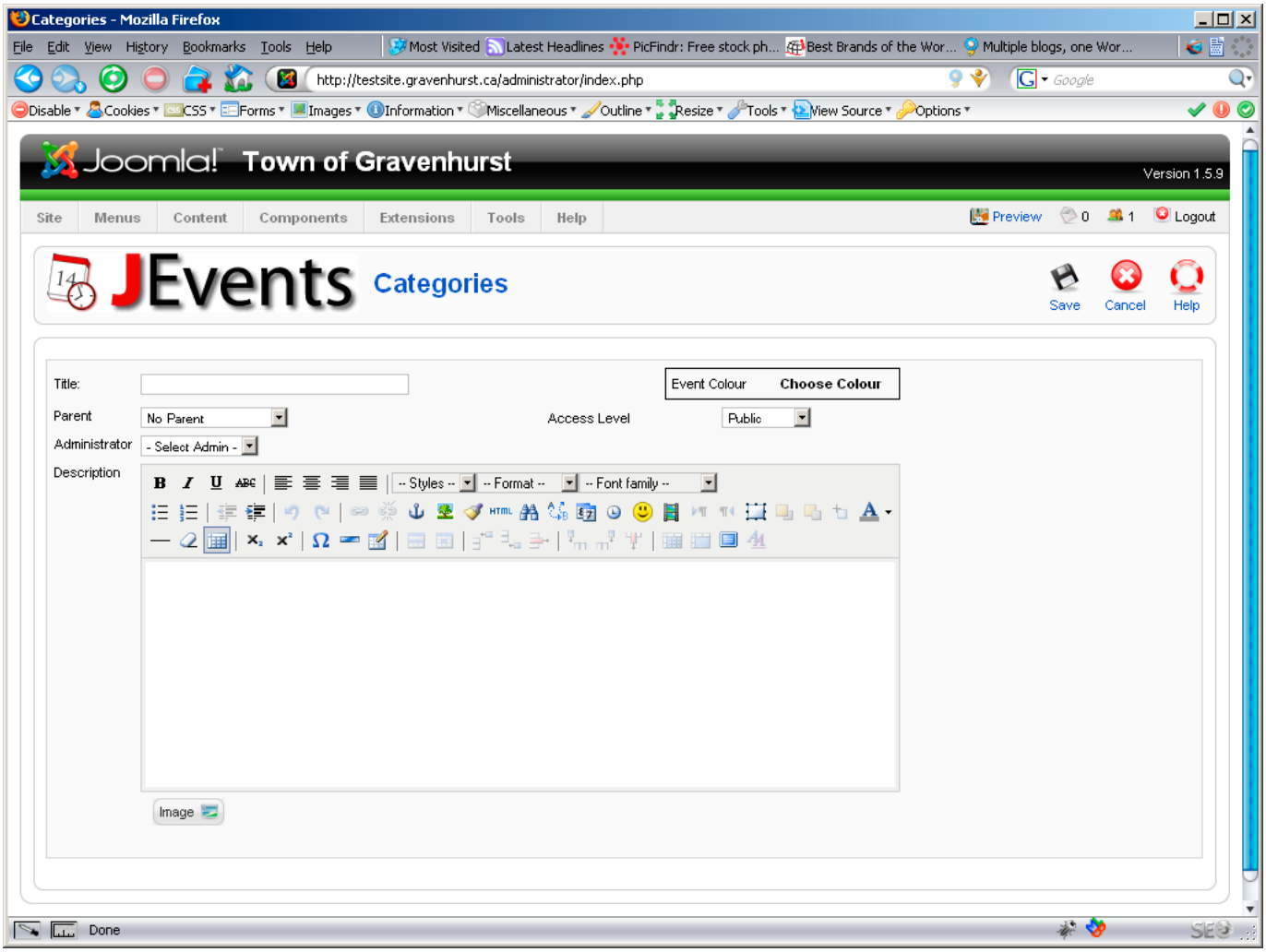
Other functions available on this screen include:

Parent
: Show only categories with a specific parent, chosen from the drop down menu

Display #
: The drop down allows you to select the maximum number of categories to be displayed per page

Add A New Category

Access: Select Components > JEvents MVC > Manage Categories > New



The Categories screen will display

Complete the following fields:

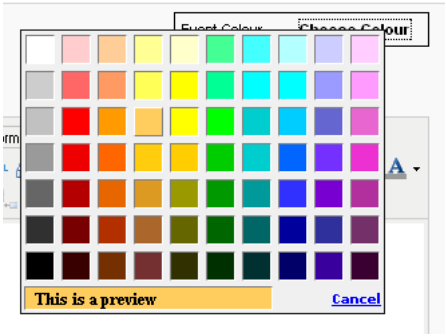
Title
: The title of the category

Parent
: The category parent if this is to be a child category, otherwise select No Parent

Administrator
: Select the category administrator from the drop down list

Access Level
: Select the level of Joomla user that is able to see events in this category

Event Colour
: Click Choose Colour to select a category colour



Description
: A category description (optional)

Edit a Category

Access: Select Components > JEvents MVC > Manage Categories

Click the title of the category you wish to edit or the check box next to the category title and click **Edit**

The Categories screen will display where you can edit all the fields above

Delete a Category

Access: Select Components > JEvents MVC > Manage Categories

Click the check box next to the category title and click **Delete**

Manage Events

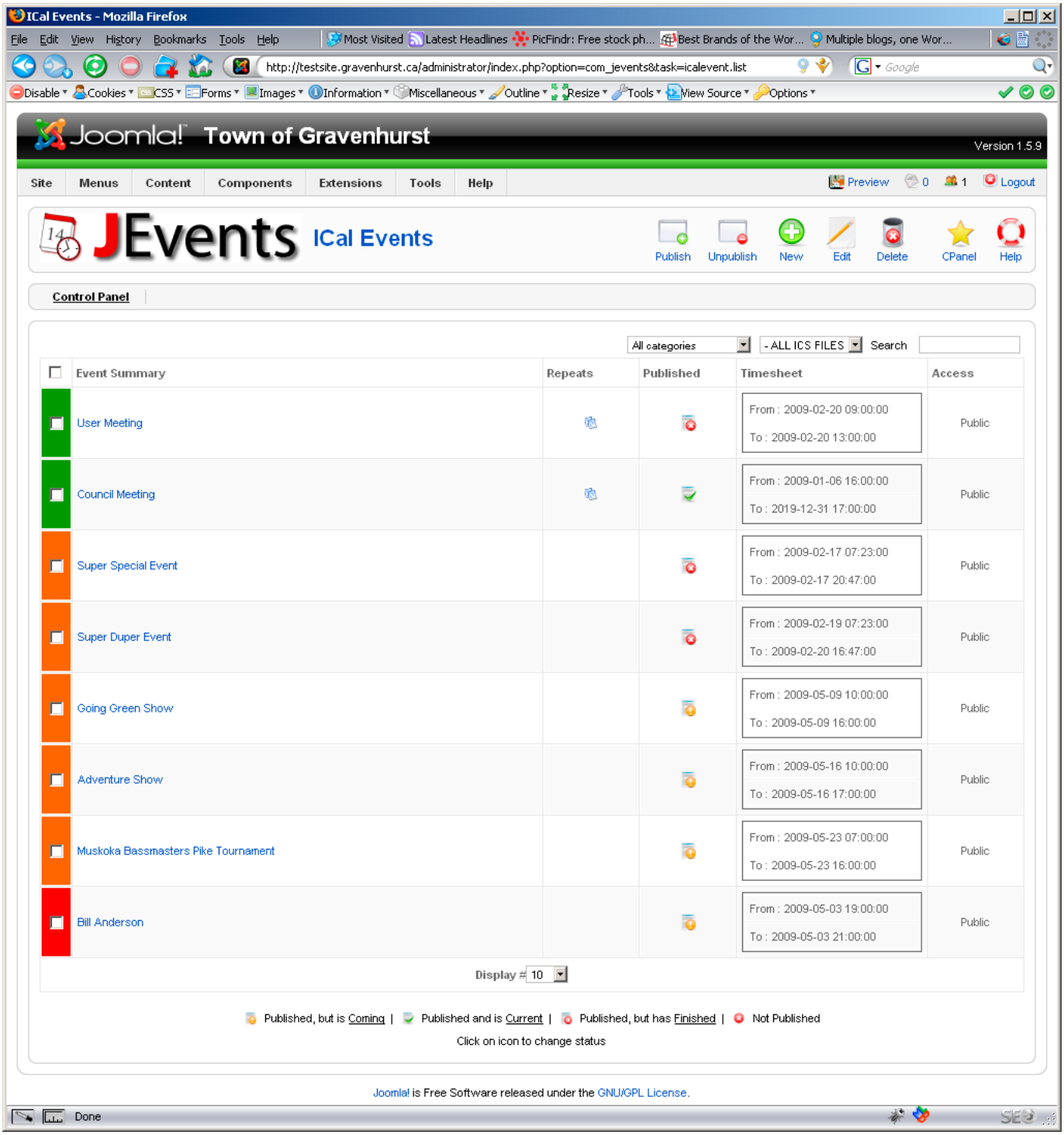
Access: Select Components > JEvents MVC > Manage Events

The ICal Events screen will be displayed showing the following information:

Event Summary
: The title of the event

Repeats
: Shows an icon if the event has a repetition scheduled

Published
: Shows an icon noting whether the event is Published or Unpublished as well as if a published event is in the future, current, or past. Click on the icon to toggle the event between states



Timesheet
: Shows the start and end times for the event

Access
: Shows what level of Joomla user is able to see this event

Other functions available on this screen include:

Categories
: Select a category from the drop down to filter events by category

ICS File

Select events from a specific calendar from this drop down

Search

Quickly search the events for a keyword

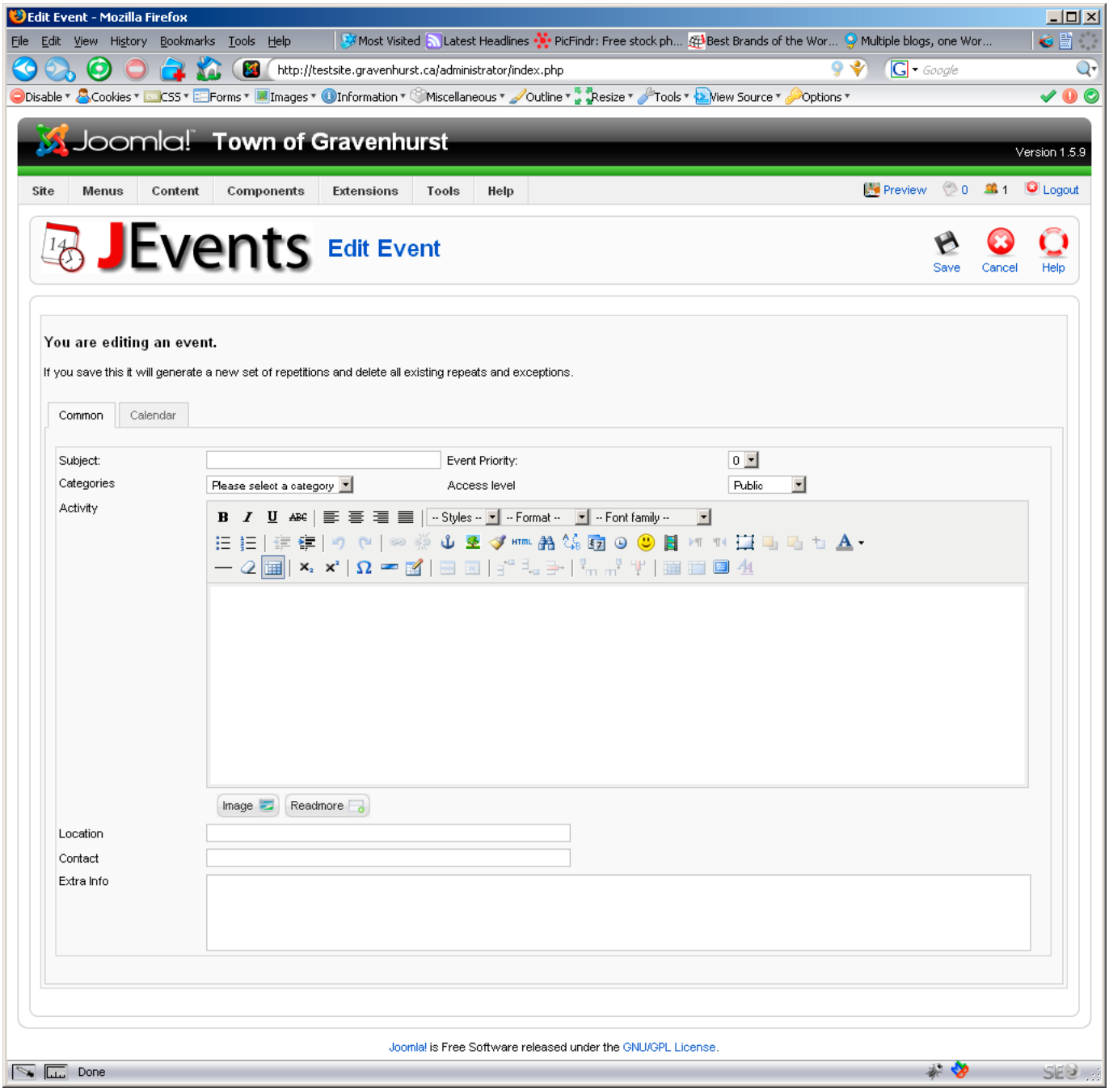
Display #

The drop down allows you to select the maximum number of categories to be displayed per page

Adding an Event

Access: Select Components > JEvents MVC > Manage Events > New

The Edit Event screen will be displayed.



Toolbar Buttons: Save and Cancel are available.

Complete the following information:

Subject
: A short title for your event

Category
: Select a category for the event from the drop down menu. All events must have a category.

Event Priority
: If multiple events fall on the same day at the same time, the one with the lowest priority value will appear first in the list.

Access Level
: Public allows all site visitors to see your event, Registered means your event only appear for logged in users.

Activity
: Fill in the details using the editor window

Location
: Where is the event taking place

Contact
: Who to contact for more information

Extra Info
: Anything else that doesn't fit above

Note: Additional information fields (those that appear below the editor window) may vary depending on how the administrators have configured the site.

Click the **Calendar** tab to set the dates and repetition.

All day Event or Unspecified time
: Check this if your event is a full day event or takes place at an indeterminate time.

12 Hour
: When this is checked, you can enter start and end times using a 12 hour clock (am, pm). When unchecked times are specified using the 24 hour clock.

Start date
: Enter the starting date by clicking on the **calendar** icon and enter the start time

End date
: Enter the ending date by clicking on the **calendar** icon and entering the end time

Repeat type
: If your event is recurring, select the radio button next to the recurrence type. Further options will appear
Daily: Enter the **Repeat Interval** (number of days between repeats), and choose either **Repeat Count** (to repeat the event ***x*** number of times) or **Repeat Until** (to select the last date from a calendar)
Weekly: Enter the **Repeat Interval**, **Repeat Count** or **Repeat Until**, and the week day(s) the event occurs (**By Day**)
Monthly: Enter the **Repeat Interval**, **Repeat Count** or **Repeat Until**, and the **By Month Day** (the ***x*** day of the month, or ***x*** from last day when checking **Count back from month end**) or the **By Day**(to select the day

of the week, and week of the month that the event takes place)
Yearly: Enter the **Repeat Interval**, **Repeat Count** or **Repeat Until**, and the **By Year Day** (the number of days from the start or end of the year the event takes place on

Edit an Event

Access: Select Components > JEvents MVC > Manage Events

Click the title of the event you wish to edit, or select the checkbox next to the event title and click Edit to open the Edit Event screen. Here you can edit all the fields detailed above.

Delete an event

Access: Select Components > JEvents MVC > Manage Events

Select the checkbox next to the event title and click Delete.

Manage Users

Access: Select Components > JEvents MVC > Manage Users

The Users screen will now be displayed with the following information:

Name
: The users real name

Username
: The users user name

Enabled?
: Shows a green check if the user is enabled

Create?
: Shows a green check if the user has the ability to create a new event

Max Events?
: Shows the maximum number of events the user can create

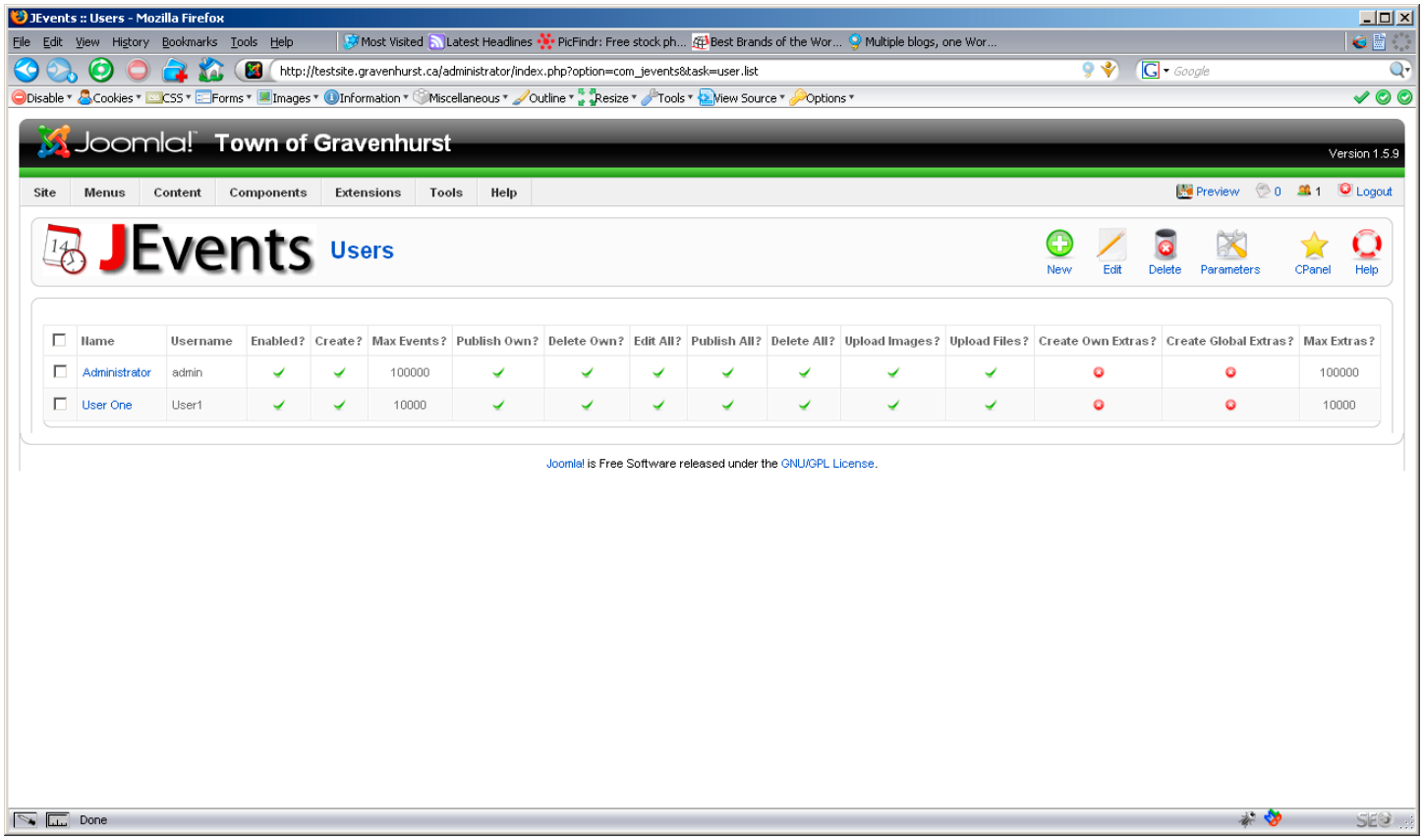
Publish Own?
: Shows a green check if the user can publish their own events

Delete Own?
: Shows a green check if the user can delete their own events

Edit All?
: Shows a green check if the user can edit all events

Publish All?
: Shows a green check if the user can publish all events

Delete All?
: Shows a green check if the user can delete all events



Upload Images?
: Shows a green check if the user can upload images to their event description

Upload Files?
: Shows a green check if the user can upload files as part of their event description

Create Own Extras?
: Shows a green check if the user can create their own extra fields in the event display screen

Create Global Extras?
: Shows a green check if the user can create global extra fields in the event display screen

Max Extras?
: Shows the maximum number of extra fields the user can create

Create a New User

Access: Select Components > JEvents MVC > Manage Users > New

The Edit User screen will be displayed where you can complete all the fields detailed above. Click Save when you're done

Note: Joomla users are automatically given permission to add and edit events using JEvents based on the global parameters set by the administrator.

Further Information: Setting up the Global Parameters

Edit a JEvents Users Details

Access: Select Components > JEvents MVC > Manage Users

Click the users name you wish to edit or select the checkbox next to the user you wish to edit and click **Edit**. The Edit User screen will be displayed.

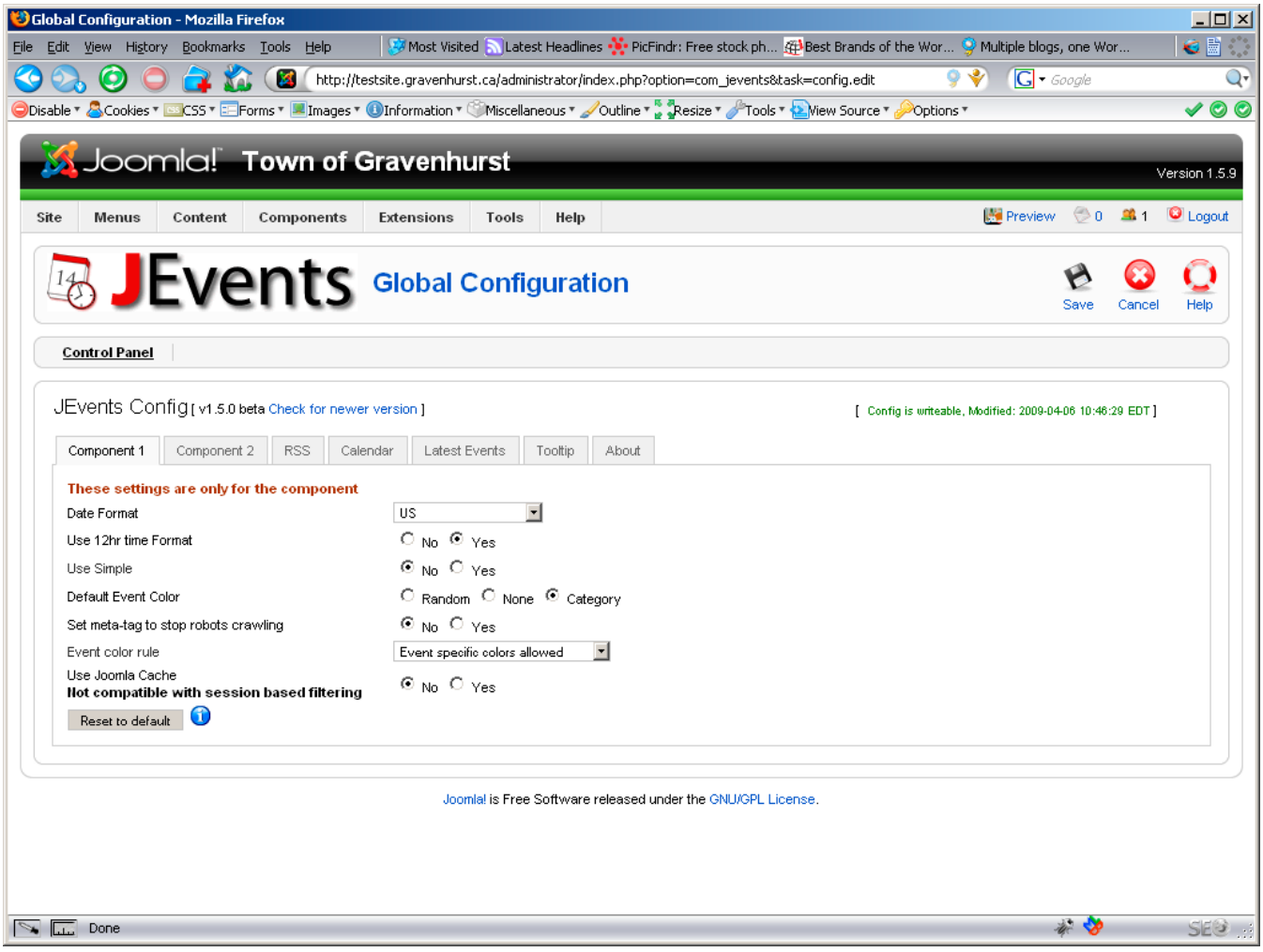
Here you can edit all the fields detailed above.

Global Configuration

Access: Select Components > JEvents MVC > Global Configuration

The JEvents Configuration panel will be displayed.

Component 1 Tab



Date Format

Choose French-English, US, or Continental-German date formats to be used.

Use 12hr time Format

Select Yes to use the 12 hour clock by default, No to use 24 hour

Use Simple

Use Simple (IE. No Repeat types) Event entry Form for user front end

Default Event Color

Choose Random, None, or Category based colouring for your events

Set meta-tag to stop robots crawling

Select Yes to hide events from search engine spiders

Event color rule

Event specific colors allowed - Frontend and backend editors can use event specific colours
Event colors in backend edit only - Only backend editors can specify event specific colours
Always use category colors - Editors cannot use event specific colours and any events specific colours defined before the use of this setting will be ignored and the category colour displayed instead

Use Joomla Cache

Select Yes to allow Joomla to cache event information. ***Not compatible with session based filtering***

Component 2 Tab

Choose layout view

Choose alternative, default, ext, geraint default layout

Show Headline

Displays a headline of the component view.

Use new Icon Navigation bar

Choose Yes or No

Navigation Bar Color

Green, Orange, Blue, Red, Gray, Yellow

First Year to Display in Calendar

Type the first year to include a calendar for

Last Year to Display in Calendar

Choose the last year to include a calendar for

Start Page

Choose whether the first page displayed in the events calendar system is Day, Week, Month (Calendar), Month (List), Year, Categories, or Search view

First Day

Choose Sunday first or Monday first

Show Print Icon

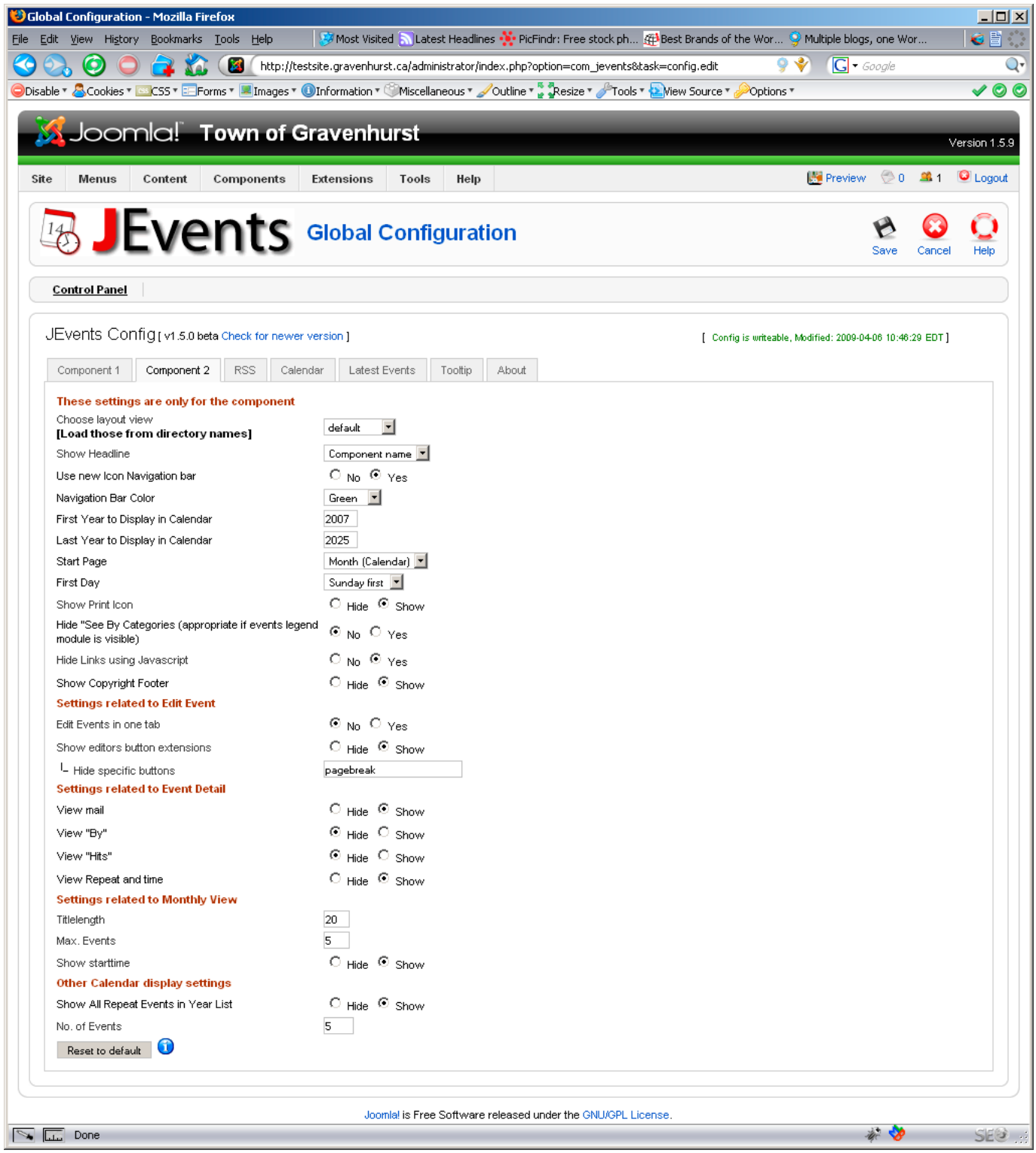
Generates a print view for the current calendar page

Hide “See By Categories” (appropriate if events legend module is visible)

Choose Yes to hide the “See By Categories” selection

Hide Links using Javascript

Make links inaccessible to most search engines



Show Copyright Footer

Select Yes to hide the copyright information

Settings related to Edit Event

Edit Events in one tab
Only one tab is used to enter all attributes of an event

Show editors button extensions
Show all the buttons installed as extension of the edito

Hide specific buttons
Enter a comma separated list of buttons not to be shown, e.g. **image**,**pagebreak**,**readmore**

Settings related to Event Detail

View mail
Choose Show or Hide

View "By"
Choose Show or Hide

View "Hits"
Choose Show or Hide

View Repeat and time
Choose Show or Hide

Settings related to Monthly View

Titlelength
If a title has too many characters, an unwanted design could be the result. Enter here how many characters to allow before the title will be trimmed and ... added

Max. Events
Maximum number of displayed events as text per day in month view
If you have many events per day, displaying them could destroy your layout.
Define here how many events should displayed as text, if too many they will be displayed as an icon (tooltip is not affected)
Tip: Setting the value to 0 [null] forces the display of all events as icon

Show starttime
Should the starttime be displayed when in month view

Other Calendar display settings

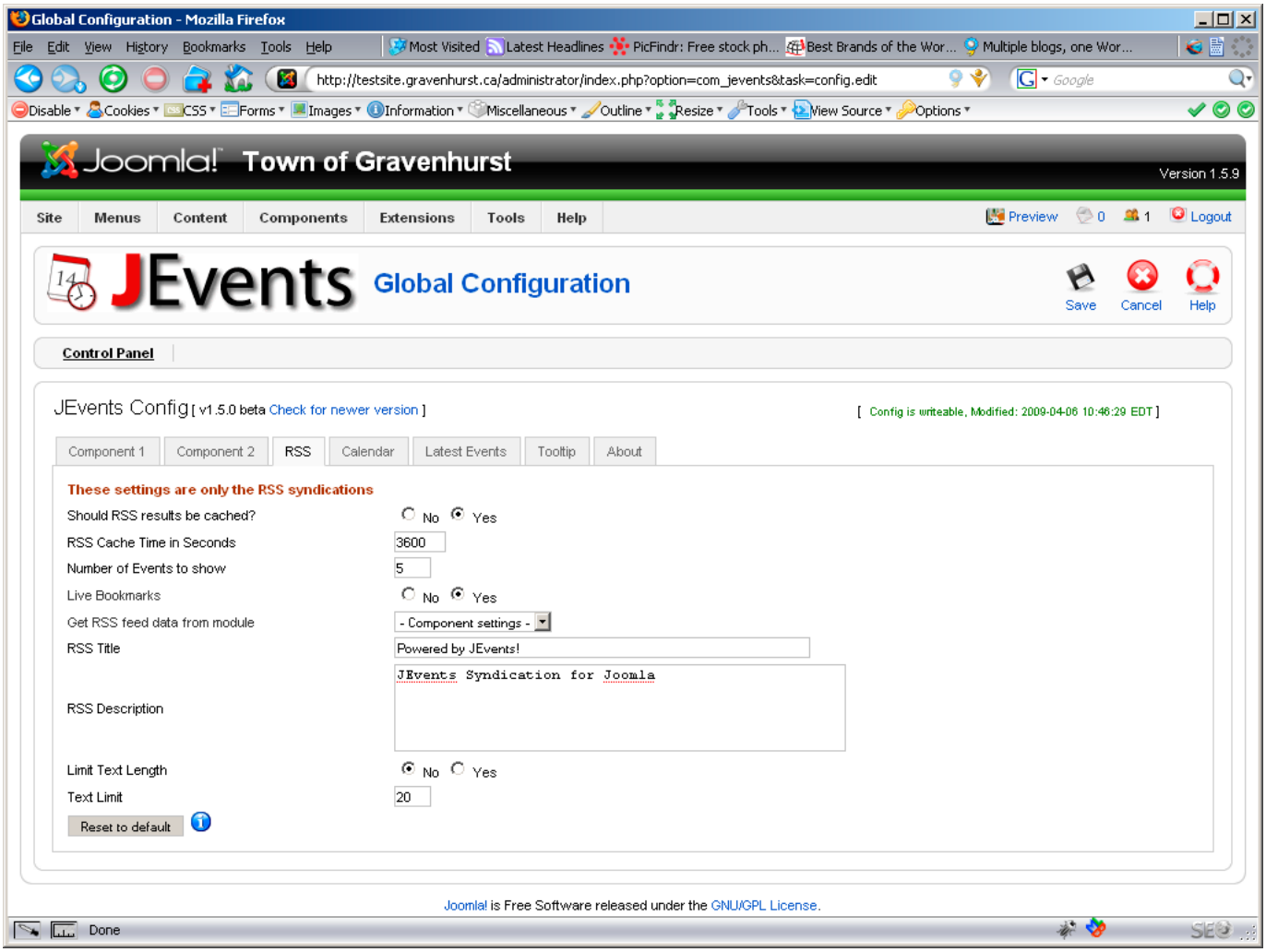
Show All Repeat Events in Year List
Choose Show to show all repeats of an event or Hide to show only the initial event when in year view

No. of Events
No. of Events to List per page for week, month, or year views

RSS Tab

Should RSS results be cached?
Select Yes to allow Joomla to cache the RSS feed.

RSS Cache Time in Seconds
Length of time to cache RSS feed



Number of Events to show
: The number of event to include in the RSS feed

Live Bookmarks
: Choose Yes to create a Live Bookmark. With Live Bookmarks you can see the item titles of an RSS web feed in your bookmarks.

Get RSS feed data from module
: Get data for the live bookmark RSS feed from the Latest Events tab of the component or the selected Latest Events module.

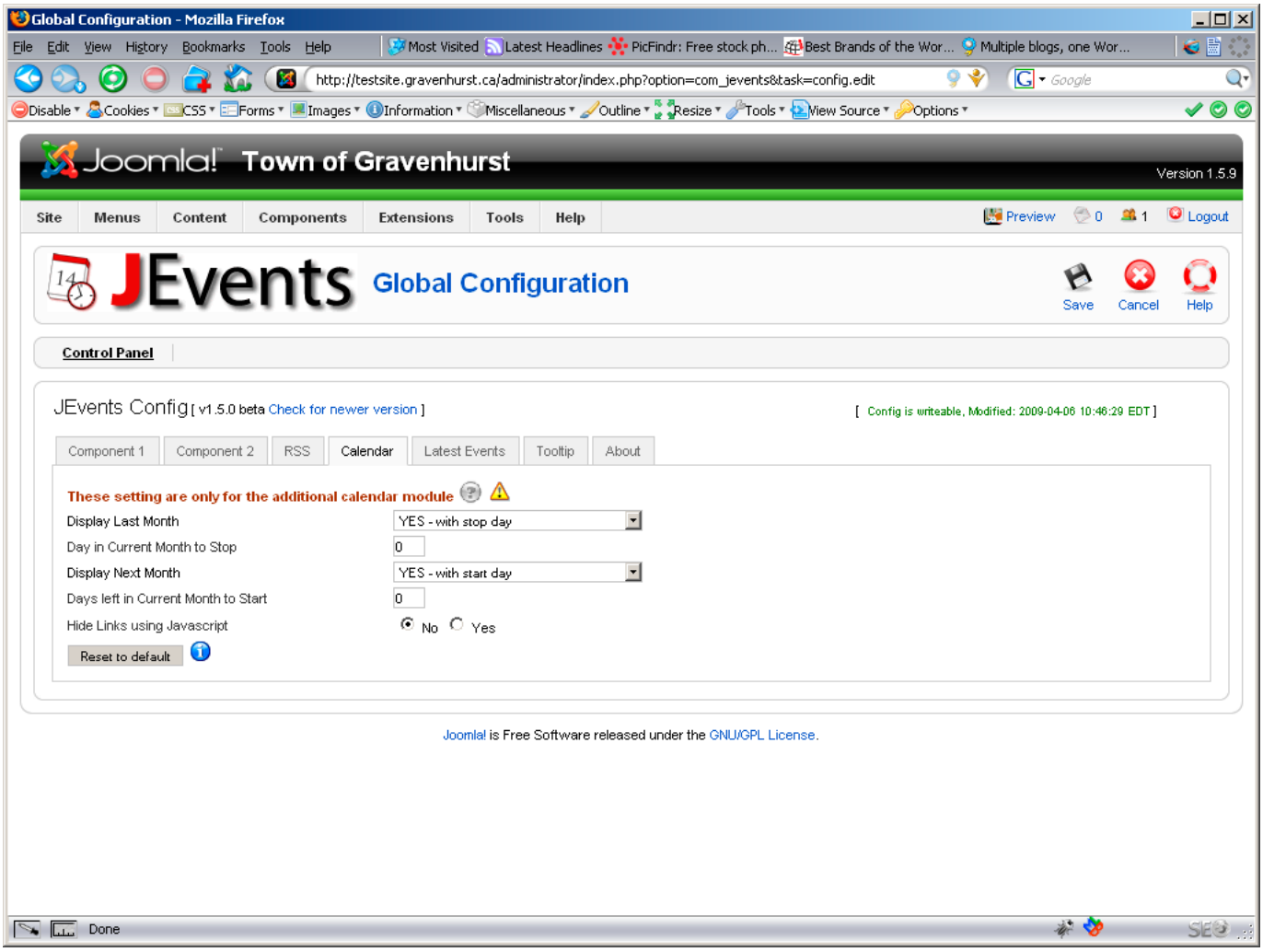
RSS Title
: The public title of the RSS feed

RSS Description
: The public description of the RSS feed

Limit Text Length
: Choose yes to limit the title length in the RSS feed

Text Limit
: The maximum number of characters allowed in the title of RSS feed items before trimming

Calendar Tab



Display Last Month
: Choose No, YES - with stop day, YES - if has events AND with stop day, ALWAYS, ALWAYS - if has events

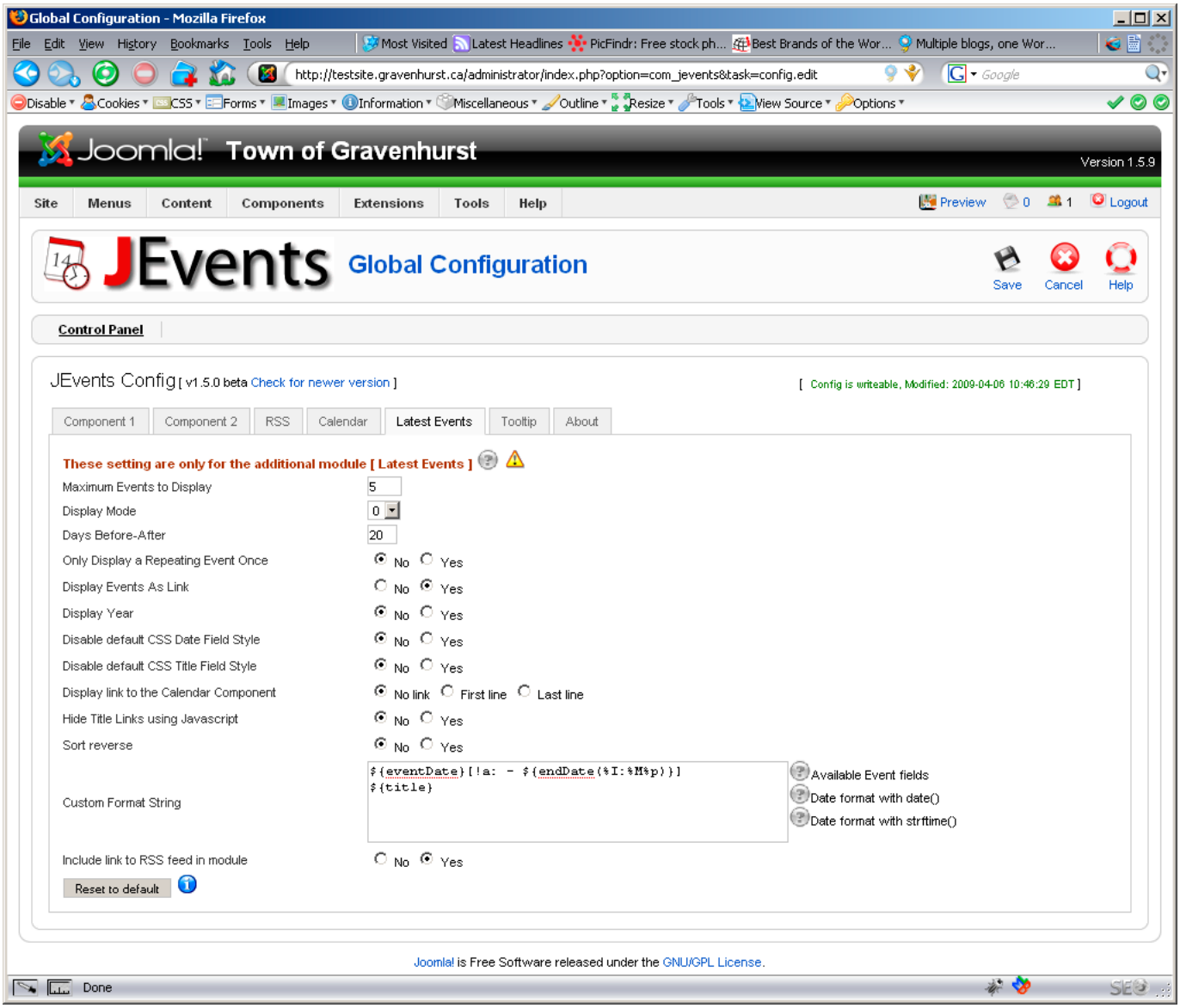
Day in Current Month to Stop
: Day in Current Month to Stop displaying Last Month

Display Next Month
: Choose No, YES - with start day, YES - if has events AND with start day, ALWAYS, ALWAYS - if has events

Days left in Current Month to Start
: Days left in Current Month to Start displaying Next Month

Hide Links using Javascript
: Make links inaccessible to most search engines

Latest Events Tab



Maximum Events to Display

Maximum number of events to display in the module(max 150)

Display Mode

0 (default) display closest events for current week and following week only up to maximal events

1 same as [mode = 0] except some past events for the current week will also be displayed if num of future events is less than maximal events

2 display closest events for [+ days] range relative to current day up to maximum events

3 same as mode 2 except if there are less than maximal events in the range, then display past events within [-days] range relative to current day

4 display closest events for current month up to maximal events relative to current day

Days Before-After

Day range relative to Current Day to display Events (modes 2 or 3 only)

Only Display a Repeating Event Once

Display any event which has a repeat type only once in the module

Display Events As Link
Display event titles as links to the "view_detail" '.$option.' task which will display details of the event

Display Year
Display Year in the Event's Date (default format only)

Disable default CSS Date Field Style
Do not apply the default mod_events_latest_date css class to the date field

Disable default CSS Title Field Style
Do not apply the default mod_events_latest_content css class to the title field

Display link to the Calendar Component
Generates a link to the Calendar Component. Current category restrictions are passed as parameters

Hide Title Links using Javascript
Make links inaccessible to most search engines

Sort reverse
If set to YES, events are sorted reverse order(from newest to oldest)

Custom Format String
Allows a customized specification of the desired event fields and format to be used to display the event in the module. The string can specify html directly.

Include link to RSS feed in module
Choose Yes to include a link to the RSS feed in module

Tooltip Tab

Enable Calendar popup tooltips
Should tooltips be shown for main monthly event calendar

Tooltip Mainwindow

Same background as event
Should the tooltip use the same background as the event. If you choose No the standard color will be used

Horizontal Position
The positon of the tooltip can be Left, Center, or Right

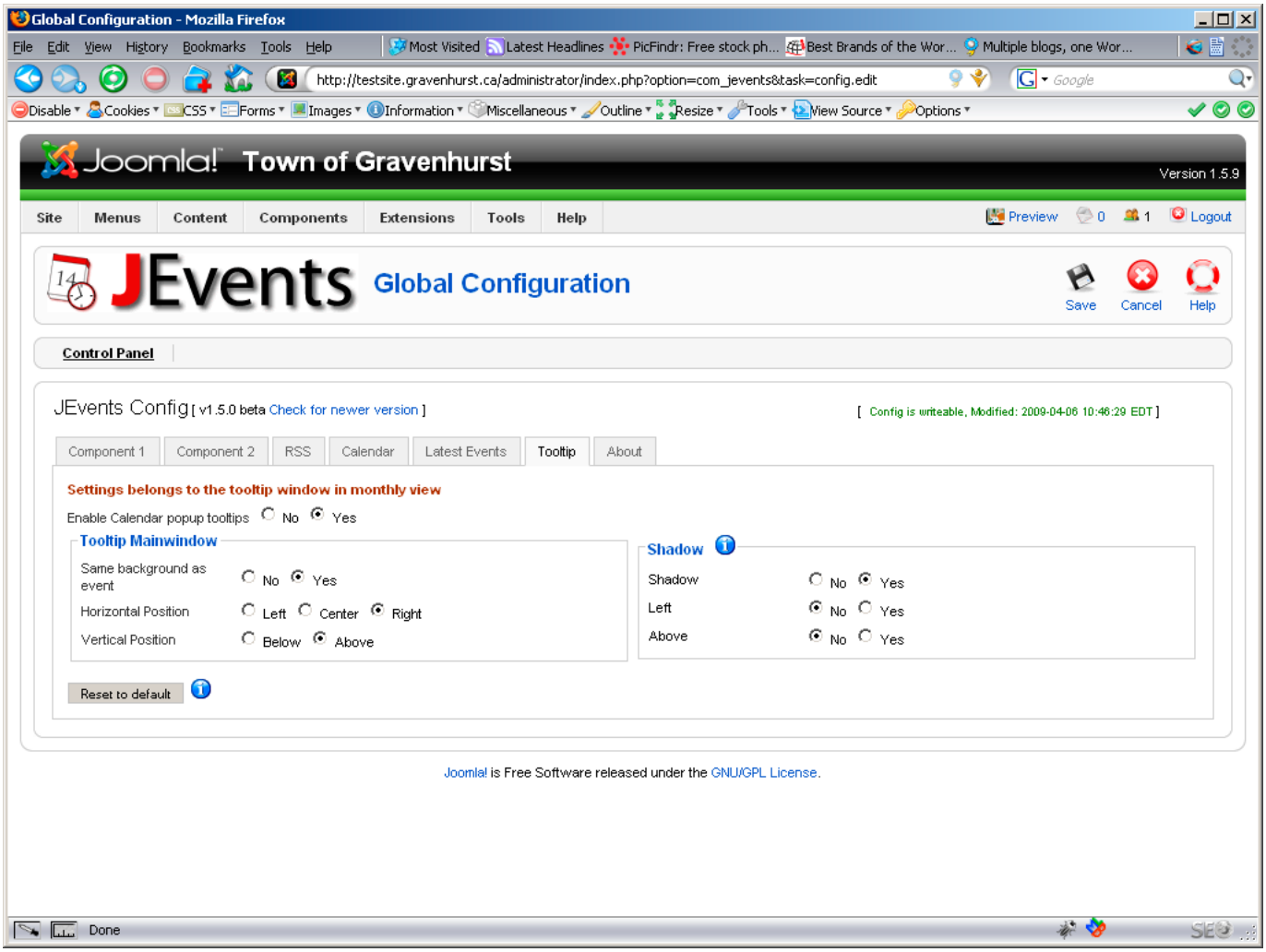
Vertical Position
The vertical position of the tooltip window can be below or above

Shadow

Shadow
Choose Yes to add a shadow to the tooltip window

Left
Choose Yes to have the shadow fall to the left of the tooltip window, No to fall right

Above
Choose Yes to have the shadow fall above the tooltip window, No to fall below

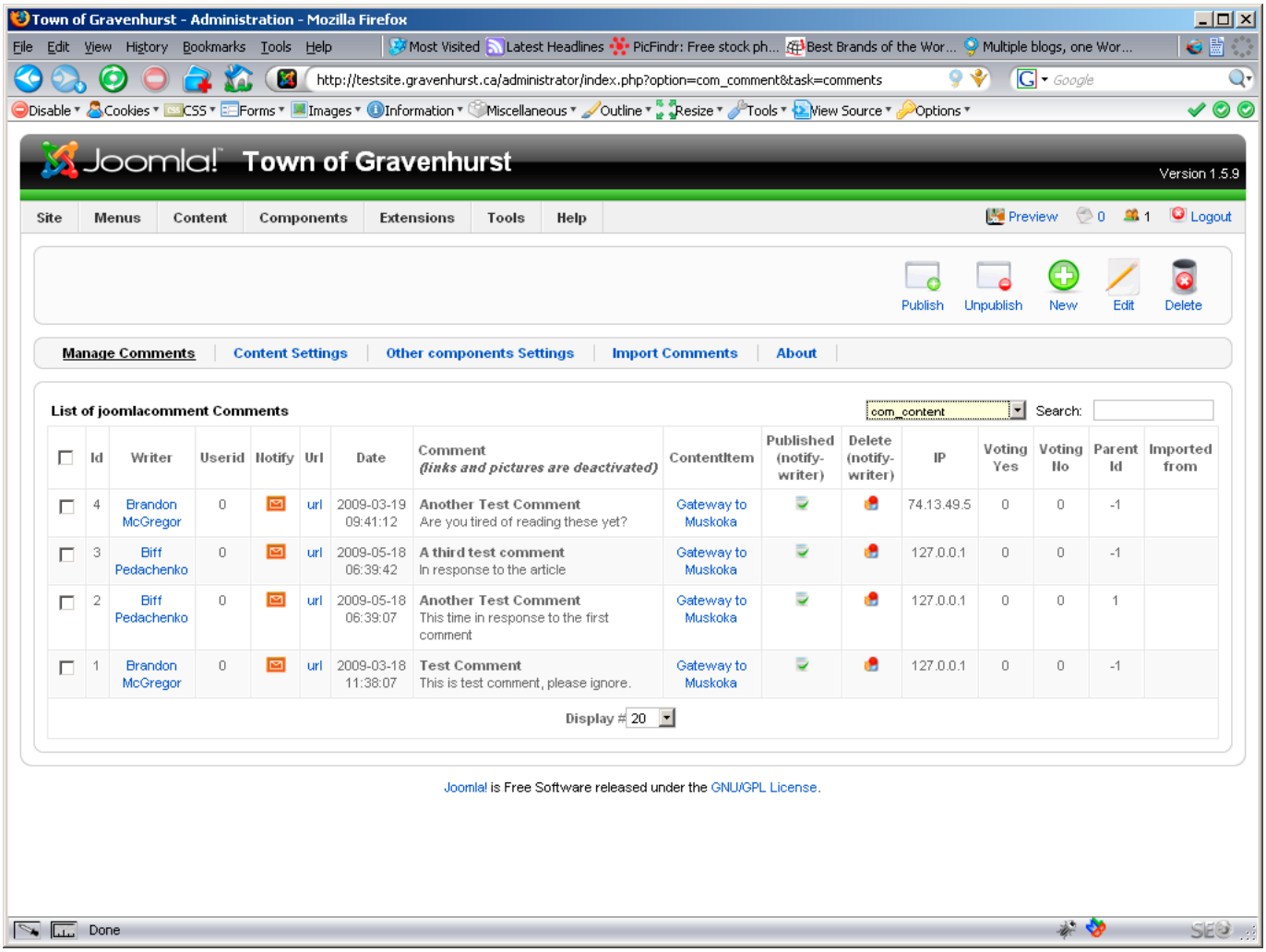

Global Configuration - Mozilla Firefox
http://testsite.gravenhurst.ca/administrator/index.php?option=com_jevents&task=config.edit
Joomla! Town of Gravenhurst
Version 1.5.9
Site
Menus
Content
Components
Extensions
Tools
Help
Preview
Logout
JEvents Global Configuration
Save
Cancel
Help
Control Panel
JEvents Config [v1.5.0 beta Check for newer version]
[Config is writeable, Modified: 2009-04-06 10:46:29 EDT]
Component 1
Component 2
RSS
Calendar
Latest Events
Tooltip
About
Settings belongs to the tooltip window in monthly view
Enable Calendar popup tooltips No Yes
Tooltip Mainwindow
Same background as event No Yes
Horizontal Position Left Center Right
Vertical Position Below Above
Shadow
Shadow No Yes
Left No Yes
Above No Yes
Reset to default
Joomla! is Free Software released under the GNU/GPL License.
Done

Appendix D: Using !JoomlaComment

Manage Comments

Access: Select Components > !JoomlaComment > Manage Comments

The Manage Comments tab will now be displayed



Id	Writer	Userid	Notify	Url	Date	Comment (links and pictures are deactivated)	ContentItem	Published (notify-writer)	Delete (notify-writer)	IP	Voting Yes	Voting No	Parent Id	Imported from
4	Brandon McGregor	0		url	2009-03-19 09:41:12	**Another Test Comment** Are you tired of reading these yet?	Gateway to Muskoka			74.13.49.5	0	0	-1	
3	Biff Pedachenko	0		url	2009-05-18 06:39:42	**A third test comment** In response to the article	Gateway to Muskoka			127.0.0.1	0	0	-1	
2	Biff Pedachenko	0		url	2009-05-18 06:39:07	**Another Test Comment** This time in response to the first comment	Gateway to Muskoka			127.0.0.1	0	0	1	
1	Brandon McGregor	0		url	2009-03-18 11:38:07	**Test Comment** This is test comment, please ignore.	Gateway to Muskoka			127.0.0.1	0	0	-1	

Display # 20

The following information is displayed:

Id
: The comment identification number

Writer
: The person who wrote the comment

Userid
: The comment writers userid if they are a registered Joomla user. The userid will be 0 if they are not a user.

Notify
: Displays an icon showing whether the writer has requested notification if there is a new comment after theirs, and allows you to email them by clicking

Url
: The writers supplied URL

Date
: The date and time the comment was made

Comment
: The comment text

ContentItem
: The article the comment was made on

Published (notify writer)
: Displays an icon showing if the comment has been published and let's you click to toggle the published state.

Delete (notify writer)
: Click the icon to delete the comment

IP
: The commenters IP address

Voting Yes
: Indicates the number of visitors who have voted for the comment (requires configuration to use)

Voting No
: Indicates the number of visitors who have voted against the comment

Parent Id
: Indicated the comment id of the comment this is in response to. E.g. If comment 2 is in response to comment 1, the parent id of comment 2 will be 1, and the partent id of comment 1 will be -1 (no parent)

Imported From
: Indicates where the comment was imported from (if appropriate)

Other functions available on this screen include:

Search
: Keyword search of the comments

Display #
: This drop down allows you to select the maximum number of comments to be displayed per page.

Publish & Unpublish Comments

Access: Select Components > !JoomlaComment > Manage Comments

Select the checkbox next to the comment(s) you wish to publish or unpublish.

Click the **Publish** or **Unpublish** button as appropriate.

Delete Comments

Access: Select Components > !JoomlaComment > Manage Comments

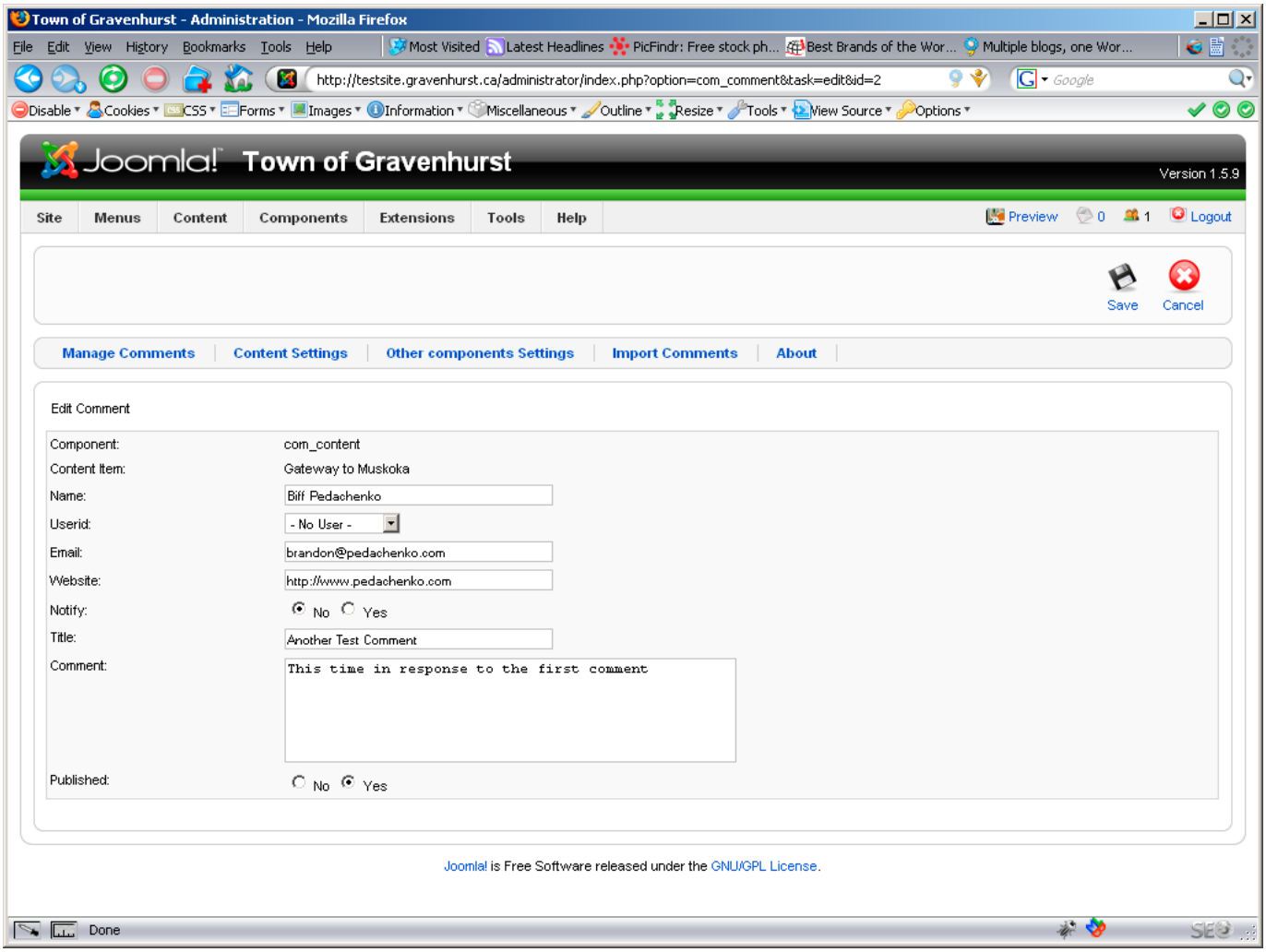
Select the checkbox next to the comment(s) you wish to delete.

Click the **Delete** button.

Edit a Comment

Access: Select Components > !JoomlaComment > Manage Comments

Click on the Writer name of the comment you wish to edit or select the checkbox next to the comment you wish to edit and click **Edit**. The comment editor screen will display.



Make any appropriate changes to the comment then click **Save**.

!JoomlaComment Configuration

Access: Select Components > !JoomlaComment > Content Settings

The configuration screen will be displayed.

General Tab

Uninstall complete mode:
: Delete both the component and the data on uninstall. Do not use if you plan to reinstall later.

Mambot content function
: For expert only ! You can change here the joscomment mambot function, if you have hacked the content html.

Frontend language
: Select autodetect to use the Global Parameters

Backend language
: Select autodetect to use the Global Parameters

Local charset
: Input the charset of your joomla installation if it is different from utf-8.

Exclude/Include
: If INCLUDE, this will allow comments for items which are: IN selected Ids OR IN selected sections OR IN selected categories.
If EXCLUDE, this will not allow comments for items which are: IN selected Ids OR IN selected sections OR IN selected categories.

Exclude/Include items Ids
: You can use this field to exclude/include items Ids. Format: list of Ids separated by , with no space.

Exclude/Include sections
: Click to Exclude/Include sections. Use Ctrl or Shift key to select unselect lines.

Exclude/Include categories
: Click to Exclude/Include sections. Use Ctrl or Shift key to select unselect lines.

Excluded content item list
: This is a depreciated setting from previous versions, DO NOT USE.

Username concerned by debug
: Debug alerts will be dislplayed only for this username account.

xmlErrorAlert
: Choose Yes or No to receive debug alerts for XML errors

ajaxdebug
: Choose Yes or No to receive debug alerts for AJAX errors.

Security Tab

Only registered
: Selecting Yes means only registered users can write comments.

Autopublish comments
: If you set this to No then comments will be added to the database and will wait for you to review and publish them before showing. If set to Yes the comments will be published automatically and can be moderated later.

Banlist
: Specify IPs to ban, separated by commas

Notify admin
: This is a depreciated setting from previous versions, DO NOT USE.

Admin's email
: The administrators email address

Notify moderators
: Click Yes to notify moderators when a new comment is made

Moderator groups
: Designates which Joomla user groups are considered !JoomlaComment moderators. Moderators can modify and delete comments.

Enable users notification
: Email and notification field will be available and if notified is set, users will receive information of new post.

Enable comment feed (RSS
: Choose Yes to enable the comment RSS feed

Post max length
: Maximum allowed characters in posts (-1 for no max.)

Line max length
: Maximum allowed characters in one line (-1 for no max.)

Word max length
: Maximum allowed characters in words (-1 for no max.)

Captcha Enabled (recommended)
: If set to Yes, this will force the user to input a random string displayed in a specially crafted image. This will disallow automated submissions to your site.

Captcha Usertypes
: Only the selected usertypes will have to complete the Captcha, other users will not see it.

Website URL only for registered
: If set to Yes, the writers website URL will only display when the user is registered

Enable
: Choose Yes to activate the word censor. The censor will use the rules written in the censored words list to hide or change those words

Case sensitive
: Choose Yes to make the censor case insensitive

Censored words

List of words to censor in the format word = censored version, word 2 = censored version. Whenever a censored word appears in a comment, the censored version supplied here will replace it.

Usertypes

The word censor will be applied only to the selected usertypes

Posting Tab

Ajax support (recommended)

Choose Yes to enable Asynchronous JavaScript + XML

Allow nested comments

This will allow users to insert make a comment in response to any other comment of the content item (not only the last), with an indent display.

Only moderators

Only moderators will be allowed

Indent (pixels)

This is used to indent messages in threaded view.

Comments sorting (if NOT nested comments)

Ordering of comments : used only if nested is NOT active.
If New entries first, the form will be on the top, else it will be on the bottom

Number of comments by page

Number of comments to be display per page

Input website field

Allow the users to input their website link.

UBB code support

Allow the use of UBB Codes ?

Picture support

Allow the use of pictures in comments ?

Picture maximum width

Maximum width in pixel

Enable voting

If set AND ajax mode is set : will display reactive image to allow to vote + or - for any comments.

Use names

Use names rather than usernames (it concerns only registered users)

Enable profiles

Allow the use of Community Builder - Profiles in comments ?

Enable avatars

Allow the use of Community Builder - Avatars in comments ? (only if profiles is enabled)

Date format

Input the date format you wish to use. The syntax used here is identical to the PHP date() function.

Deactivate search button
: Deactivate the search button.

Visible
: If set, will display the IP address of the unregistered writers OR the "usertype" of the registered users.

Usertypes
: At least one usertype must be selected.
"IP visible" is set to Yes : will show only for comments of selected usertypes (select all is recommended).
"IP visible" is set to No : will show only for selected connected usertypes

Partial
: If set, will not display the last digit of the unregistered users IP address

Caption
: Description before display the IP value

Layout Tab

Show "Read On"
: In case of intro display mode of content items (frontpage, blogs...), will display a write comment link with the count of existing comments for this content item

Only if "Read On" set in Menu
: Show only if "Read On" parameter of the calling menu link (in joomla admin Menu->...) is set. YES is recommended.

Do not show if detail link exists
: Do not show when content item has link to detail (Readon or Title) and the page is "intro only"

Preview visible
: Display preview of last comments (if "Show Read On" is enable)

Preview Length
: The length of the preview in characters

Preview Number of lines
: The height of the preview in lines

Standard template
: Templates are the different looks of your comments.
If you have enabled emoticons, adapt the numbers of emoticons by line (see below) according to your template choice.

Copy current standard template to customized template directory
: If set, when saving setting, the selected standard template will be copied in custom directory as a new "my[standard template]" which you could then modify (see parameters below). It will be copied only if it does not already exist.

Your customized template
: Use the copy parameter to copy standard template. Then you will be allowed to modify HTML or CSS (it will not be overwritten during next upgrades). If none is selected, standard template will be used.

Modify current customized template

Set YES if you would like to modify HTML and CSS style of your current customized template. 2 new tabs will appear after saving the selection.
Set to NO will simplify the save of the setting (faster).

Include javascript library

Include javascript library when using templates with effects (JQuery, Mootools...)
Set to NO if library is already included. Else, you will have javascript errors and problems.

Columns number of the input area

You can use this parameter to increase or decrease width of input text area according to your website design.

Emoticon (smilies) support

Allow the use of Emoticons in comments ?

Emoticon pack

Select the emoticon pack to use

Number of emoticon by line

Number of emoticon to display on each line. Value 0 means no limit.
Proposition: use 12 in case of emotop templates (emoticon are on top) and 2 or 3 if possible for others (left emoticon templates). Try and see what is the best for your website !

Appendix E: Special & Custom Extensions

Introduction

A number of special use and custom built extensions have been configured on this site. Here you'll find information on their parameters.

Customized Footer

Access: Select Extensions > Module Manager > Customized Footer

This module creates a customized footer for the site.

Parameters

Show Site Map Link
: Choose Show to include a link to the HTML site map

Site Map Link
: Enter the URL to the HTML site map

Explore Gravenhurst

Access: Select Extensions > Module Manager > Explore Gravenhurst

This is a standard Joomla! Random Image module set to pull an image at random from the JoomGallery thumbnails and link to the JoomGallery page. These locations can be changed here.

Events Legend

Access: Select Extensions > Module Manager > Events Legend

This module is an extension to the JEvents component that displays the events category legend in the left hand panel

Sidebar - Maps

Access: Select Extensions > Module Manager > Sidebar - Maps

This is a standard Joomla Custom HTML module that is used to input the text used in the Maps sidebar item.

Sidebar - Artstract News Flash

Access: Select Extensions > Module Manager > Sidebar - Artstract News Flash

This is a heavily modified version of the default Joomla Newsflash module with a number of new features and parameters as outlined below The purpose of the module is to select one or more of the published items from a Category (News/Newsflash) upon each page refresh.

Parameters

Category
: Select a content Category from this drop-down list (listed as Section/Category). The Articles in the selected Category will be formatted based on the layout selected in the Style parameter on this page.

Layout
: Select a layout from this drop-down list to determine how the Module will display its contents. The vertical and horizontal options are self-explanatory. The Randomly choose one at a time option, randomly displays a single Category item with each page reload.

Show images
: Select the Yes radio button to determine whether the Module should display images contained in Articles. Select the No radio button to hide all images.

Linked Titles
: Select an option from this drop-down list to make the Article titles linkable (or not). The Yes option turns linked titles on. The No option turns linked titles off. The Use Global options defaults to the setting for this parameter in the Global Configuration area of the web site.

Show last separator
: Choose Yes if you want to show the separator between items following the last item in the list, or No to hide this separator

Read More
: Select the Show radio button to display a Read More link at the end of each Article. Select the No radio to hide this link.

Read More Link Text
: Enter the text to use as a link to the article when the module automatically trims the content

Auto Trim
: Choose Yes to enable auto trimming of content that exceeds the Auto Trim Length, or No to show full articles, regardless of length

Auto Trim Length
: Enter the maximum number of characters to show from an article before the content is trimmed.

Article Title
: Select Yes from this drop-down list to display the title and the text of Articles. Select No to hide all titles. See also: Linked Titles above

No. of Items
: Enter a number to determine how many Articles will be displayed with each page refresh. This is only applicable for the horizontal and vertical options listed in the Style section above.

Module Class Suffix

Enter the suffix for the CSS class of this Module. (e.g. moduletable_poll). In this example, the -poll is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Note: It is important to allow sufficient space to display the generated content. This is especially important when using the 'vertical' and 'horizontal' options.

Sidebar - Community Associations

Access: Select Extension > Module Manager > Sidebar - Community Associations

This is a standard Joomla Custom HTML module that is used to input the text used in the Community Links sidebar item.

CssJsCompress

Access: Select Extensions > Plugin Manager > System - CssJsCompress

CssJsCompress can automatically optimize external resources like CSS and JavaScript, which can reduce both the size and number of requests made to your website. GZip generated CSS and JavaScript files to about 1/4 of the original size. These optimizations may reduce server load, bandwidth requirements, and page loading times.

This compression may introduce problems with the code being served however and should be thoroughly tested. On launch, CSS Optimization was turned off due to issues, Javascript Oprtimization was turned off due to problems, and GZip Javascript and CSS compression was Enabled.

Joomap

Access: Select Components > Joomap

Joomap is a component to change a menu into an HTML site map which makes the site more accessible to site visitors and can improve search engine rankings. A number of settings for this component can be configured but most require an advanced knowledge of CSS.